



DISTRICT LEGAL SERVICES AUTHORITY,

Room No.5, Ground Floor, Court Complex, Udupi-576 101

ಜಿಲ್ಲಾ ಕಾನೂನು ಸೇವೆಗಳ ಪ್ರಾಧಿಕಾರ

ಕೊಠಡಿ ಸಂಖ್ಯೆ.5, ನೆಲಮಹಡಿ, ನ್ಯಾಯಾಲಯಗಳ ಸಂಕೀರ್ಣ, ಉಡುಪಿ-576 101

Dis No.1193/2023

Dated 18th, November 2023

NOTIFICATION

Sub : Selection of Human Resources for LADCS Office,
Udupi – reg.

- Read : 1. NALSA – Legal Aid Defense Counsel Modified Scheme, 2022
2. Letter No.31/LADCS-Human Resources/2023
dated 17-11-2023 of Karnataka State Legal Services Authority,
Bengaluru.
3. Other connected papers.

Applications are invited from eligible candidates in the prescribed format having requisite qualifications for Contractual full time engagement for the posts of (1) Office Assistant / Clerk, (2) Receptionist cum Data Entry Operator (Typist) and (3) Office Peon (Munshi / Attendant) as per NALSA – Legal Aid Defense Counsel Modified Scheme 2022 for the smooth functioning of the Legal Aid Defense Counsel Office, Udupi.

The qualifications for the aforesaid Human Resources as per the Legal Aid Defense Counsel Modified Scheme -2022 are as under :-

Sl. No.	Name of the Post	No. of post required	Minimum qualification	Salary
01	Office Assistant/Clerk	01	<ul style="list-style-type: none">Any GraduationBasic word processing skills and the ability to operate computer and skills to feed data.Good typing speed with proper setting of petition.Ability to take dictation and prepare files for presentation in the Courts.File maintenance and processing knowledge	Rs.19,000/- (As per Legal Aid Defense Counsel Modified Scheme-2022)



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02	Receptionist-cum-Data Entry operator (Typist)	01	<ul style="list-style-type: none">Any Graduation.Excellent verbal and written communication skills.Word and data processing abilities.The ability to work tele communication systems (telephones, fax machine, switchboards etc)Proficiency with good typing speed	Rs.17,271/- (As per Minimum Wages fixed by Labour Department, Government of Karnataka)
03	Office Peon	01	<ul style="list-style-type: none">SSLC Pass	Rs.15,202/- (As per Minimum Wages fixed by Labour Department, Government of Karnataka)

Work profiles of the aforesaid Human Resources are as under:

01	Office Assistant	<ul style="list-style-type: none">Keeping updated record of legal aided cases.Uploading the updated record / progress of the legal aided cases on NALSA portal and digital platforms as per directions.Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.Typing applications, petitions, appeals etc.Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.Any other task assigned by the Chief Legal Aid Defense Counsel.Any work/duty assigned by Legal Services Authority.All duties assigned to Receptionist cum Data Entry Operator.
02	Receptionist cum Data Entry Operator	<ul style="list-style-type: none">Greeting clients and visitors and answering visitor inquiries.Answering and routing incoming calls on a multi-line telephone system.Scheduling and routing legal aid seekers.Maintaining the waiting area, lobby or other office areas.Scanning, photocopying, faxing.



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03	Office Peon	<ul style="list-style-type: none">Collecting and routing mail and hand-delivered packages.Answering face-to-face enquiries and providing information when required.Uploading, at the initial point, legal aided cases on NALSA portal and other platforms and updating the information from time to time.Any work/duty assigned by Legal Services Authority.General work of Peon.Cleaning the office before the commencement of office hours.Ensuring that all places in the office are kept clean.Bringing and serving water, beverages to the visitors in the office.Carrying dak, miscellaneous work etc.Any other work assigned by Legal Services Authority.
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TERM	The selection is purely on temporary basis initially for a period of 06 months with a stipulation of extension subject to satisfactory performance.
Method of recruitment	By Interview
Last Date fixed for the receipt of application	04-12-2023 by 17.00 hrs.

The application form may be downloaded from the official website of District Court, Udupi (<https://udupi.dcourts.gov.in>) and also from office of DLSA/Notice board of DLSA of Udupi District. The duly filled application form along with self-attested copies of documents along with a self addressed envelope duly stamped so as to reach shall be submitted to DLSA through speed post or in an envelope personally in the office of the Member Secretary, DLSA on or before **4th December 2023 by 17.00 Hrs.** Any application received after due date shall not be considered.

Sharmila S
18/11/23

S. Shivappa
18/11

(Sharmila S) Member Secretary District Legal Services Authority, Udupi	(Shantaveer Shivappa) Prl. District & Sessions Judge and Chairman, DLSA, Udupi
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**APPLICATION FOR THE POST OF OFFICE ASSISTANT /
CLERK, RECEPTIONIST-CUM-DATA ENTRY OPERATOR,
DALAYATH IN LEGAL AID DEFENSE COUNSEL OFFICE**

NAME OF THE DISTRICT :

PHOTO

Name of the Applicant (In Block Letter)	
Name of his/her Father/Husband	
Date of Birth and Age :	
Gender :	
Postal Address :	
Educational Qualifications : <i>(Enclose documents)</i>	
Mobile No. :	
Email ID :	
Experience if any :	

Declaration : I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue / false / incorrect or I do not satisfy the eligibility criteria, my candidature / appointment will be cancelled / terminated, without assigning any reasons thereof. I have read the contents of the notification and agree to abide by the rules, regulations and procedures for appointment to the post applied for.

Place :

Date :

SIGNATURE