



# 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

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Dis No. 889/2024

Dated 24<sup>th</sup> September, 2024

## 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-HumanResources-2024-1384/24 Dated  
20-09-2024 of Karnataka State Legal Services Authority, Bengaluru.  
3. Other connected papers.

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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 and (2) 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 Pot	No. of post required	Minimum qualification	Salary
01	Office Assistant/Clerk	02	<ul style="list-style-type: none"><li>Any Graduation</li><li>Basic word processing skills and the ability to operate compute and skills to feed data.</li><li>Good typing speed with proper setting of petition.</li><li>Ability to take dictation and prepare files for presentation in the Courts.</li><li>File maintenance and processing knowledge</li></ul>	(As per Legal Aid Defense Counsel Modified Scheme-2022)
02	Office Peon	02	<ul style="list-style-type: none"><li>SSLC Pass</li></ul>	(As per Minimum Wages fixed by Labour Department, Government of Karnataka)



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## Work profiles of the aforesaid Human Resources are as under:

01	Office Assistant	<ul style="list-style-type: none"><li>• Keeping updated record of legal aided cases.</li><li>• Uploading the updated record / progress of the legal aided cases on NALSA portal and digital platforms as per directions.</li><li>• Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.</li><li>• Typing applications, petitions, appeals etc.</li><li>• Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.</li><li>• Any other task assigned by the Chief Legal Aid Defense Counsel.</li><li>• Any work/duty assigned by Legal Services Authority.</li><li>• All duties assigned to Receptionist cum Data Entry Operator.</li></ul>
03	Office Peon	<ul style="list-style-type: none"><li>• General work of Peon.</li><li>• Cleaning the office before the commencement of office hours.</li><li>• Ensuring that all places in the office are kept clean.</li><li>• Bringing and serving water, beverages to the visitors in the office.</li><li>• Carrying dak, miscellaneous work etc.</li><li>• Any other work assigned by Legal Services Authority.</li></ul>

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	03-10-2024 by 17.00 hrs.

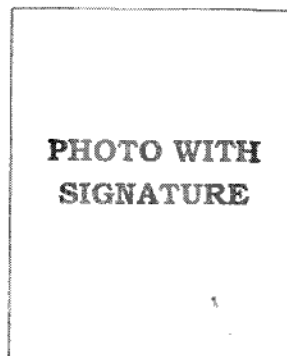
The application form may be downloaded from the official website of District Court, Udupi (<https://udupi.dcourts.gov.in>) and also from office of DLSA/Notice board of DLSA of Udupi District. The duly filled application form along with self-attested copies of documents along with a self addressed envelope 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 **03<sup>rd</sup> October 2024 by 17.00 Hrs.** Any application received after due date shall not be considered.

<p>(Purushotham. M) Member Secretary District Legal Services Authority, Udupi</p>	<p>(Kiran S. Gangannavar) Prl. District &amp; Sessions Judge and Chairman, DLSA, Udupi</p>
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**APPLICATION FOR THE POST OF OFFICE ASSISTANT/CLERK,  
OFFICE PEON IN LEGAL AID DEFENSE COUNSEL OFFICE.**

Name of the District:

Post applied :



1	Applicant's Name	:	
2	Father/Husband's Name	:	
3	Date of Birth	:	
4	Age (as on 01.09.2024)	:	
5	Gender Male/Female/Transgender	:	
6	Nationality	:	
7	Caste /Category/Community (Attach documents)	:	
8	Religion	:	
9	Mother Tongue	:	
10	Languages Known	:	
1	Residential Address	:	
12	Contact Details :	:	
	a. Mobile No.	:	
	b. Telephone No.	:	
	c. E-mail ID	:	
13	PAN No.	:	
14	AADHAR No.	:	
15	Marital Status	:	Married <input type="checkbox"/> Unmarried <input type="checkbox"/>
16	Other Work Experience if any	:	

17	Educational Qualification (Please enclose self-attested copies of documents):	:	
	Educational Qualification	Name of Board/ University	Year of Passing  Obtained Percentage (aggregate)
	SSLC		
	PUC		
	Degree		
	Any other Extra qualifications/activities (if any)		
	Typing Education		
	Computer Education		
18	Whether the applicant ever debarred/disqualified or found ineligible for candidature in any examination process of any public services conducted by any Public Authority? If so, furnish details.	:	
19	Whether he/she is compulsorily retired, removed or dismissed from any services in Government/Statuary Body/Local Authority? If so, furnish details.	:	
20	Whether the applicant is ever prosecuted or convicted and sentenced in any criminal cases or whether appearing before any criminal court in respect of any criminal cases/FIR pending against? If so, furnish particulars regarding the same.	:	
21	Whether the candidate is employed with State/Central/Public Sector/Private Sector or any other Job or assignment etc., if ever employed as such, to furnish particulars as to whether his/her services is terminated while in service. If yes, furnish the details	:	

**DECLARATION**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature is liable to be cancelled. I have read and understood the instructions and terms of the engagement and agree to abide by those. I declare that I fulfill the eligibility conditions for the category to which I am seeking engagement. I declare that I have never been penalized by any Court/Authority in any case/disciplinary proceedings. I also undertake to maintain absolute integrity and discipline as required thereunder. I agree with the remuneration structure and all the terms and conditions notified by KSLSA/DLSA concerned.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the applicant