

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
SHIVAMOGGA.

NOTIFICATION NO. 01/2023, DLSA 1645/2023
DATED THIS THE 23rd DAY OF NOVEMBER, 2023.

SUBJECT:- Selection of Human Resources for LEGAL AID DEFENSE COUNSEL office situated at District Legal Services Authority, Shivamogga on a consolidated salary-calling for applications from the eligible candidates-reg.

READ:- Letter No.KSLSA:31/LADCS-Human Resources/2023, dated:17.11.2023 of the Member Secretary, Karnataka State Legal Services Authority, Bengaluru.

LAST DATE FIXED FOR RECEIPT OF APPLICATION: 08.12.2023

It is hereby notified that applications are invited in the enclosed proforma from eligible candidates who are qualified on the last date fixed for receipt of applications for selection and appointment to the below mentioned posts in the LEGAL AID DEFENSE COUNSEL office, situated at District Legal Services Authority, Shivamogga on a consolidated salary, temporarily on contract basis.

| Name of the Post Notified | No. of posts |
|---|--------------|
| (1) Office Assistant/Clerk | 01 |
| (2) Receptionist cum Data Entry Operator (Typist) | 01 |
| (3) Office Peon (Munshi/Attendant) | 01 |

1. The qualification 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 Assistants/Clerks | 01 | 1. Any Graduation 2. Basic word processing skills and the ability to operate computer and skills to feed data. 3. Good typing speed with proper setting of petition. 3. Ability to take dictation | Rs.19,000/- (As per Legal Aid Defense Counsel Modified Scheme – 2022) |

| | | | | |
|----|---|----|---|---|
| | | | and prepare files for presentation in the Courts. 4. File maintenance and processing knowledge. | |
| 02 | Receptionist-cum-Data Entry Operator (Typist) | 01 | 1. Any Graduation 2. Excellent verbal and written communication skills. 3. Word and data processing abilities. 4. The ability to work telecommunication systems (telephones, fax machine, switchboards etc.,) 5. Must have passed Kannada and English Typewriting Senior Grade. 6. Proficiency with good typing speed. | Rs.17,271/- (as per Minimum Wages fixed by Labour Department, Government of Karnataka) |
| 03 | Office Peon | 01 | SSLC pass | Rs.15,202/- (as per Minimum Wages fixed by Labour Department, Government of Karnataka) |

2. Work profiles of the aforesaid Human Resources are as under:

| | | |
|----|--------------------------------------|---|
| 01 | Office Assistant | 1. Keeping updated record of legal aided cases. 2. Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions. 3. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner. 4. Typing applications, petitions, appeals etc., 5. Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc., 6. Any other task assigned by the Chief Legal Aid Defense Counsel. 7. Any work/duty assigned by Legal Services Authority. 8. All duties assigned to Receptionist cum Data Entry Operator. |
| 02 | Receptionist cum Data Entry Operator | 1. Greeting clients and visitors and answering visitor inquiries. 2. Answering and routing incoming calls on a multiline telephone system. 3. Scheduling and routing legal aid seekers. |

| | | |
|----|-------------|---|
| | | <p>4. Maintaining the waiting area, lobby or other office areas.</p> <p>5. Scanning, Photocopying, faxing.</p> <p>6. Collecting and routing mail and hand-delivered packages.</p> <p>7. Answering face-to-face enquiries and providing information when required.</p> <p>8. The candidates should know Typing the Bail petitions, Applications, Petitions, Objections, Appeal memo and other documents required to be filed before the Courts, in both Kannada and English language.</p> <p>9. Uploading at the initial point, legal aided cases on NALSA portal and other platforms fan updating the information from time to time.</p> <p>10. Any work/duty assigned by Legal Services Authority.</p> |
| 03 | Office Peon | <p>1. General work of Peon.</p> <p>2. Cleaning the office before the Commencement of office hours.</p> <p>3. Ensuring that all places in the office are kept clean.</p> <p>4. Bringing and serving water, beverages to the visitors in the office.</p> <p>5. Carrying dak, miscellaneous work etc.,</p> <p>6. Any other work assigned by Legal Services Authority.</p> |

3. TERM

The selection is purely on temporary basis initially for a period of **06 months** with a stipulation of extension subject to satisfactory performance.

4. **AGE LIMIT:-** Minimum age : 18 years.

5. **MODE OF SELECTION:**

Selection will be made on the basis of performance of the candidates in the interview to be conducted by the undersigned.

6. **INSTRUCTIONS TO THE CANDIDATES:-**

1. The candidates shall submit the self attested copies of following documents along with application.

| | |
|--------------------------------------|---|
| Office Assistants/Clerks | <p>1. Convocation Certificate of the degree.</p> <p>2. Three years' Degree Marks Card.</p> <p>3. SSLC marks card/Document evidencing date of birth.</p> <p>4. Basic Computer Certificate</p> |
| Receptionist cum Data Entry Operator | <p>1. Convocation Certificate of the degree.</p> <p>2. Three years' Degree Marks Card.</p> <p>3. SSLC marks card/Document evidencing date of birth.</p> <p>4. Kannada and English Typewriting Senior Grade Marks cards</p> <p>5. Basic Computer Certificate</p> |
| Office Peon | SSLC marks card/Document evidencing date of birth. |

2. Candidates should submit their applications duly filled with required informations in the prescribed format annexed to this Notification and the copies of above mentioned certificates, duly self attested, so as to reach the office of the District Legal Services Authority, Annex Court Building, Balraj Urs Road, Shivamogga **on or before 5-30 p.m. on 08-12-2023**, which is the last date fixed for receipt of applications. The candidates should invariably mention to which post they are applying.
3. The candidates shall attend the interview at their own cost.
4. Incomplete applications and applications supported without copies of testimonials will be rejected without notice.
5. On the Envelope containing the applications should be superscribed as "**Applications for Selection to the Post of "OFFICE ASSISTANT/CLERK" OR "RECEPTIONIST CUM DATA ENTRY OPERATOR (TYPIST)" OR "OFFICE PEON".**
6. The appointments are subject to approval by the Karnataka State Legal Services Authority, Bengaluru.

(MANJUNATH NAYAK),

CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY AND
PRL.DISTRSICT & SESSIONS JUDGE, SHIVAMOGGA.

Copy to the Member Secretary, Karnataka, State Legal Services Authority, Bengaluru
(with a covering letter), for kind information.

Copy to:-

1. The District Information Officer, Shivamogga.
2. All the Courts of this unit through e-mail, for information with a request to notify the same on the notice board of the Court for wide publicity.
3. Software Technician of this unit- to Web-host in the District Court Website and to send to all the Courts mentioned above.
4. Notice Board of DLSA.
5. Office Copy.

**APPLICATION FOR THE POST OF OFFICE ASSISTANT/CLERK, RECEPTIONIST-cum-
DATA ENTRY OPERATOR, DALAYATH IN LEGAL AID DEFENSE COUNSEL OFFICE AT
SHIVAMOGGA**

NOTIFICATION NO. 01/2023, DLSA 1645/2023
DATED 23rd NOVEMBER 2023

To,
The Member Secretary, District Legal Services Authority,
Annex Court Building, Balraj Urs Road,
Shivamogga.



Sir,

I am submitting herewith my application for the post of in response to the Notification No. 01/2023, DLSA.1645 / 2023, dated:23-11-2023.

| | |
|--------------------------------|--|
| Name of the Applicant | |
| Name of his/her Father/Husband | |
| Date of Birth and Age | |
| Gender | |
| Postal Address | |
| Educational Qualifications | |
| Mobile No. | |
| Email ID | |

Place
Date

Signature