



Office of District Legal Services Authority, Araria

Letter No.



From:- District & Sessions Judge-cum-
Chairman, District Legal Services Authority, Araria

To,
The District Employment Officer
District Employment Exchange, Araria

Subject- Regarding recruitment/engagement of Office Assistance/Clerks, Receptionist-cum-Data Entry Operator (Typist) and Office Peon (Munshi/Attendant).

Araria dated the 5th day of September, 2024

Sir,

In the light of BLSA letter no. 1507, dt. 28-08-2024, the process of recruitment / engagement (engaged on contract basis initially for a period of two years with a stipulation of extension on yearly basis subject to satisfactory performance) of Office Assistance / Clerks, Receptionist- cum-Data Entry Operator (Typist) and Office Peon(Munshi/Attendant) in the office of LADCS, Araria is to be initiated through District Employment Exchange on the terms and conditions mentioned in Modified LADCS Scheme, 2022.

In the light of above and resolution passed by the selection committee dt. 04-09-2024, you are requested to send names (in attached proforma) of eligible candidates for recruitment/ engagement of the post of Office Assistance/Clerks, names (in attached proforma) of eligible candidates for recruitment/engagement of the post of Receptionist-cum- Data Entry Operator (Typist), and names (in attached proforma) of eligible candidates for recruitment/ engagement of the post of Office Peon (Munshi /Attendant) after scrutinizing their eligibility as per criteria mentioned in Modified LADCS Scheme, 2022 **by 09-09-2024 positively**, for conducting interview of the shortlisted candidates sent by you for selection by the Committee constituted by the Id. District & Sessions Judge-cum-Chairman, D.L.S.A., Araria.

The shortlisted candidates by the employment exchange should fulfil the following criteria:

1. The candidate must be **medically fit**.
2. The candidate must bear **good moral character**.
3. The candidate **must not have been convicted in criminal case or dismissed from service**.
4. Age limit of candidates on 01-10-2024-

Office Assistants/Clerks/Receptionist

Sl. No.	Category of Applications	Minimum Age (should have completed)	Maximum Age (should not have completed)
1.	SC/ST (Male/Female)	21 Years	42 ** Years
2.	BC and EBC (Male/Female)		40 ** Years

3.	“Others’ (i.e., Candidates not belonging to SC, ST, BC, EBC	37 ** Years (Male) 40 ** Years (Female)
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Office Peon (Munshi/Attendant)

Category of Applications	Minimum Age (should have completed)	Maximum Age (should not have completed)
SC/ST (Male/Female)	18 Years	42 Years
BC and EBC (Male/Female);;		40 Years
“Others’ (i.e., Candidates not belonging to SC, ST, BC, EBC		37 ** Years (Male) 40 ** Years (Female)
Ex- Servicemen belonging to SC/ST/BC/MBC		Must not have completed 53 Years
Ex- Servicemen does not belonging to SC/ST/BC/MBC		Must not have completed 48 Years

ELIGIBILITY & QUALIFICATION:

The persons applying to the posts of Legal Aid Defense Counsel System (LADCS), must be a citizen of India holding necessary educational qualifications as given below;

1. Qualification for Office Assistants / Clerks:

He / She must have;

- Educational Qualification : Graduation,
- Excellent verbal and written communication skills,
- Basic word processing skills and the ability to operate computer (DCA Certificate).
- Typing speed of 40 WPM for English and 30 WPM for Hindi
- Ability to take dictation and entering data,
- File maintenance and processing knowledge.
- Applicant must be registered in District Employment Exchange

2. Qualification for Receptionist-cum-Data Entry Operator:

He / She must have;

- Educational Qualification: Graduation,
- Excellent verbal and written communication skills,
- Basic word processing skills and the ability to operate computer (DCA Certificate).
- The ability to work telecommunication systems (telephones, fax machines, switchboards etc),
- Proficiency with good typing speed.
- Typing speed of 40 WPM for English and 30 WPM for Hindi
- Ability to take dictation and entering data,
- Applicant must be registered in District Employment Exchange

3. Office Peon (Munshi / Attendant)

He /She must have

- Pass 12th cum Intermediate

- Ability to do work in Office
- Knowledge of riding bicycle and knowledge of local languages
- Applicant must be registered in District Employment Exchange

Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances with the approval of the Executive Chairman SLSA.

WORK PROFILES:

a. Office Assistants/Clerks

1. Keeping updated record of legal aided cases
2. Uploading the updated record/progress of the legal aid 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 filling applications for copies of orders, judgment etc,
6. Any other task assigned by the Chief Legal Aid Defence Counsel.
7. Any work/duty assigned by Legal Services Authority.

b) Receptionist-cum-Data Entry Operator

1. Greeting clients and visitors and answering visitor inquiries,
2. Answering and routing incoming calls on a multi-line telephone system,
3. Scheduling and routing legal aid seekers,
4. Maintaining the waiting area, lobby or other office areas,
5. Scanning, photocopying, faxing,
6. Collecting and routing mail and hand-delivered packages,
7. Answering face-to-face enquiries and providing information when required,
8. Uploading, at the initial point, legal aided cases on NALSA portal & other platforms and updating the information from time to time,
9. Any work/duty assigned by Legal Services Authority

c) Office Peon (Munshi/Attendant)

1. Cleaning the office before the commencement of office hours.
2. Ensuring that all places in the office are kept clean.
3. Brining and serving water, beverages to the visitors in the Office.
4. Carrying dak, misc, work etc.
5. Any other work assigned by Legal Services Authority.

Reservation for different categories of candidates shall be applicable as per rules of Government of Bihar. Benefit of reservation will be given only to those candidates, who are permanent residents of Bihar.

Selection Process:-

The engagement of the candidates shall be made strictly as per guidelines issued by the NALSA & Modified LADC Scheme, 2022 by the committee constituted by the Learned District & Sessions Judge-cum-Chairman, DLSA, Araria. No T.A. shall be paid to candidates for attending the interview.

At the time of interview, the candidates are required to produce the original with a sets of self- attested photo copies of the following documents:

1. Educational Certificate
2. Date of Birth Certificate

3. Residential Certificate
4. Caste Certificate, if required
5. 05 Passport size recent colour photographs
6. Aadhar Card
7. Self-declaration of no criminal history/conviction and/or no dismissal from service.

Final result of candidates selected after interview shall be published on the official website of Civil Court, Araria (<https://araria.dcourts.gov.in>). The same will also be pasted on the Notice Board of D.L.S.A., Araria and will be communicated to your office also.

The selected candidates will be required to join within a week from the date of publication of final result. After lapse of the said period, their candidature shall not be considered. At the time of joining the applicants are required to submit an affidavit regarding details of criminal cases, if any.

The engagement shall be cancelled/terminated on the ground of concealment of facts regarding eligibility criteria/furnishing incorrect information or concealment of material information, indiscipline, dereliction in duty, absence from work for more than three days without prior permission etc. and also as mentioned in Modified LADCS Scheme, 2022.

This is for information and necessary action within stipulated time.

Human Resource:

Human Resources for Legal Aid Defense Counsel Office		
S. No.		No. required
1	Office Assistance/Clerks	03
2	Receptionist-cum-Data Entry Operator (Typist)	01
3	Office Peon(Munshi / Attendant)	03

Details of Monthly remuneration/honorarium of the human resource to be employed in LADCS in all DLSAs are mentioned below;

1.	Monthly salary of Office Assistants / Clerks	Rs. 20,000/-
2.	Monthly salary of Data entry operator / Receptionist	Rs. 19,000/-
3.	Monthly salary of Office peon (Munshi/Attendant)	Rs 13,000/-

Note:- Retired Court staff or DLSA employees, including experienced outsourced / contractual personnel, if otherwise suitable may be preferred for the posts of Office Assistant, Receptionist-cum-Data Entry Operator and Office Peon.

(Terms and conditions mentioned in Modified LADCS Scheme, 2022 is attached herewith).

Enclosure-As above.

Your's faithfully

(Harshit Singh)
District & Sessions Judge-cum-
Chairman, D.L.S.A., Araria