



BIHAR STATE LEGAL SERVICES AUTHORITY, BIHAR
DISTRICT LEGAL SERVICES AUTHORITY
ARARIA

NOTIFICATION NO.- 01/2024

Applications are invited from the qualified Candidates to work as Office Assistants /Clerk, Receptionist-cum-Data Entry Operator and Office Peon (Munshi/Attendant) on Contract basis in the **LEGAL AID DEFENSE COUNSEL SYSTEM** at District Legal Services Authority Araria as per the direction of the Bihar State Legal Services Authority in BSLSA No 1507 Dated 28.08.2024. For further details visit <https://araria.dcourts.gov.in>

NAME OF THE POST AND NUMBER OF POST:

S.No	NAME OF THE POST	No. of Post
1.	Office Assistants / Clerks	03
2.	Receptionist cum Data Entry operator(Typist)	01
3,	Office Peon (Munshi/Attendant)	03

IMPORTANT DATES:

Date of Notification	04/09/24
Last date for submission of Application	12-09-2024

SELECTION PROCEDURE:

The Supporting Staff for Legal Aid Defense Counsel System shall be engaged on contract basis in Araria District. Selection of Supporting Staff for Legal Aid Defense Counsel System will be purely based on merit, taking into account of the knowledge, skills, practice and experience of candidates. The selection shall be carried out by Selection committee under the Chairmanship of the Principal District & Sessions Judge (Chairman, DLSA) as envisaged in NALSA (Free and Competent Legal Services) Regulations 2010 and Modified Scheme, 2022, LADC Scheme, 2022 subject to final approval by the Executive Chairman, BSLSA.

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.

a) Office Assistants/Clerks/Receptionist

Age Limit

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)

b) Office Peon (Munshi/Attendant)

Age Limit

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

TERMINATION OF SERVICES

Services of any human resource/staff engaged in the office of Legal Aid Defence Counsel can be terminated at any time, without any prior notice in the following cases by the Chairman, DLSA on recommendation of the Secretary DLSA or on the directions by SLSA in writing:

1. He/she substantially breaches any duty or service required in the office.
2. Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or his friend or relative.
3. Charged or Convicted for any offence by any court of law.
4. Indulges in any type of political activities.
5. Found incapable of rendering professional services of the required standards.

6. Failure to attend training programs without any sufficient cause.
7. Indulges in activities prejudicial to the working of legal aid defence counsel office.
8. Using his/her position in legal aid defence counsel office to secure unwarranted privileges or advantages for him/herself or others.
9. Acts in breach of code of ethics.
10. Remains absent without leave for more than two weeks.
11. If services are found unsatisfactory during the six-monthly performance review by the SLSA or DLSA.

CODE OF ETHICS:

Personnel engaged in the office of Legal Aid Defense Counsel shall observe the following code of ethics:

- No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
- No personnel shall willfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during the fulfillment of his/her official duties and which is not available to members of the general public.
- No personnel within the office of Legal Aid Defense Counsel shall make use of his/her office or employment for the purpose of promoting or advertising any outside activity.
- No personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.
- No personnel within the office of Legal Aid Defense Counsel shall solicit, agree to accept or accept, whether directly or indirectly, any gift, favour, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service, or other thing of value was given or offered for the purpose of influencing him/her in, or rewarding him/her for, the discharge of his/her official duties.

SALARY DETAILS:

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/-

HOW TO APPLY:

As per direction a list of eligible candidates for each post will be called from District Employment Exchange. The listed candidates have to fill up the standard form of application annexed with this notification, available at D.L.S.A., Araria office and also on Civil Court, Araria website, shall be used for applying the above said post. Self attested education qualification certificates, experience certificate and two recently taken passport size photos must be annexed with the application. Medical fitness certificate must be submitted at the time of Joining/Selection.

SUBMISSION OF APPLICATION:

The duly filled in application in the prescribed format along with self-attested copy of certificates and all other supportive documents should be submitted in person on or before **12.09.2024, 5.00 p.m.** to the following address;

**THE CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
District Court Campus, Araria**

Incomplete application will be rejected without assigning any reasons. No application will be entertained after the last date fixed.

**Chairman/Principal District Judge,
District Legal Services Authority,
Araria**

**Place: Araria
Date: 05.09.2024.**

GENERAL INSTRUCTIONS

1. Only short listed candidates will be called for interview after scrutinizing the applications.
2. Typing test for the post of office Assistants/Clerks and Receptionist-cum-Data Entry Operator will be conducted as per guidelines
3. The actual date and time of interview will be intimated in Araria ecourt website.
(<https://araria.dcourts.gov.in>)
4. The Candidate must be enrolled in district employment exchange except those are in Govt./public sector Service
5. Candidates should appear for the interview with their original certificates.
6. Candidates should attend the interview at their own expenses.
7. The posts are purely contract basis as per the guideline of NALSA Legal Aid Defense Counsel System. The selected candidates cannot claim for permanency of the job.
8. The selection criteria will be as per the guidelines of NALSA Legal Aid Defense Counsel System.
9. The applicant will be responsible for the authenticity of information and other documents by submitted her/him.
10. Fitness certificate to be produced on the date of Joining.

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Copy to :

1. Hon'ble Principal District Court, Araria (for displaying in Notice Board)
2. System Analyst, District Court, Araria (for publish in District Court Website)
3. District Legal Services Authority, Araria (for displaying in Notice Board)
4. The Employment Exchange, Araria (for displaying in Notice Board)
5. Bihar State Legal Services Authority, Patna for needful information.

APPLICATION FOR LEGAL AID DEFENSE COUNSEL SYSTEM

(Office Assistant/Clerk, Receptionist-cum-Data Entry Operator and Office Peon

(Munshi/Attendant)

DISTRICT LEGAL SERVICES AUTHORITY, ARARIA

NAME OF THE POST APPLIED : _____

(Use separate application for each post)

1	Name in Block Letter With initial at the end									Affix Self Attested Passport Size Photo of the Applicant	
2	Address for Communication (in Block letters)										
3	Employment Exchange Registration No. with name of District where candidate is enrolled										
4	Gender	MALE/FEMALE/TRANSGENDER -----									
5	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age	
										Years	Months
6	Marital Status										
7	Father/Husband Name										
8	Nationality										
9	Community	OC	BC	MBC	SC	ST					
10	Physically challenged	YES/NO. If yes, state the nature.									
11	Permanent Address (in Block letters)										
12	Phone & Mobile Number										
13	E-mail address (valid & functional)										
14	Aadhaar Number										
15	Educational Qualifications (Please list in chronological order from SSLC onwards)										
	Certificates/ Degree	Specialization/ Branch	School/ College	Board/ University	Date of passing	Percentage / Grade	Class obtained				
16	Additional Information if any;										
	i										
	ii										
	iii										
17	Experience (starting from the latest work experience)										
	iv										

