



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, ALIPURDUAR.

ADVERTISEMENT NO.- 03/DLSA/2025

DATED. 09.12.2025

It is notified for information of all concerned that applications are invited from eligible candidates by the Selection Committee (staff) for "selection and engagement of Human resource in Office of the LADC Centre of the District under the Legal Aid Defense Counsel System (LADCS) Scheme, 2022 (Modified) as per details below purely on contractual and monthly honorarium basis initially for the period of one year with further extension upon satisfactory performance and as per guidelines of LADCS under the supervision of State Legal Services Authority, West Bengal, as per below :

Name of the Post	No. of Post	Monthly Honorarium	Qualification	Age as on 01.12.2025
Office Assistant-Cum-Clerks	01	Rs. 18,000/-	a) Candidate must be Indian citizen b) Graduate from UGC recognised University. c) Basic word processing skill and ability to operate computer d) Typing speed 40 WPM e) File maintenance and processing knowledge f) Excellent verbal and written communication skills g) Word processing abilities and work on telecommunication system (Telephones, Xerox machine switch board etc)	18 to 40 years (age relaxation as per Rules of the Govt. of West Bengal)
Receptionist-cum-data-Entry Operator (Typist)	01	Rs.18,000/-	a) Candidate must be Indian citizen b) Graduate from UGC recognised University. c) Excellent verbal and written communication skills d) Word and Data processing abilities, e) The ability to work on telecommunication system (Telephones, Fax machines, switchboard etc) f) Typing speed 40 WPM	18 to 40 years (age relaxation as per Rules of the Govt. of West Bengal)
Office Peon / (Munshi Attendant)	01	Rs.12,500/-	a) Candidate must be Indian citizen b) Matriculation or equivalent from any recognised board c) Preference for having basic computer knowledge	18 to 40 years (age relaxation as per Rules of the Govt. of West Bengal)

Mode of Application:

Duly filled Applications to be submitted in person or by speed post in sealed envelope addressed to “ The Chairman, LADCS Selection Committee (Staff), Office of District Legal Services Authority, 1st Floor of Additional District & Sessions Judge, Alipurduar Court, Alipurduar. Pin-736122. All such application must be reach by cut-off date as below.

No application through any other mode shall be accepted

Commencement of submission of Application: - **11-12-2025 (from 10:00 a.m)**

Closing date and time for submission of Apprication **18-12-2024 (till 5:00 p.m.)**

2. How to Apply:

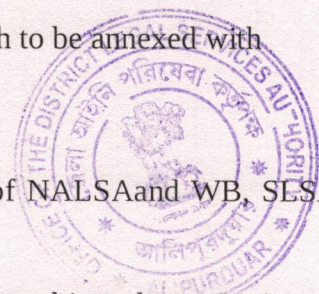
- a) The standard form of application annexed with this notification shall be used for applying to the above said post.
- b) Candidate shall apply for only one post at a time.

3. Documents to be Submitted :

1. Self-attested copy of the Birth certificate/ Admit Card issued by any recognised Secondary Board.
2. Self-attested copy of Madhymik Pass Certificate; Higher Secondary Pass Certificate; Graduation Certificate (as applicable)
3. Self-attested copy of Computer Pass Certificate having undergone, at least a minimum of six months certified course from any Govt. Recognized institution.
4. Self-attested copy of SC/ST Certificate, if he/ she does belong to that category
5. Self-attested copy of Certificate of work experiance, if any
6. Recent(not more than six-month-old) coloured passport size photograph to be annexed with application (with self attestation).

4. Selection Process :

1. The Selection procedure shall be made as per prevalent Guidelines of NALSA and WB, SESA under LADCS Scheme.
2. Incomplete documentation / improper/ illegible filled in form may be subjected to rejection of application without assigning any reasons to the candidate.
3. Applying for more than one post by the same candidate may result in the rejection of the application, without assigning any further reasons to the candidate.
4. The mode of selection process (interview/ Skill test) shall be at the discretion of “**LADCS Selection committee(staff)**” and shall be notified only by e-mails provided by the candidates.
5. The “**LADCS Selection Committee**” shall also have full discretion to fix minimum qualifying marks in respect of all categories of post and shall have the full discretion to relax any part of the norms.
6. The decision of Selection committee shall be final in all matter relationg to eligibility, acceptance or rejection on further applications, mode of examination/Selection process, allotment of examination centers, selection to the posts (subject to the approval of the State Legal Services Authority, West Bengal) etc.



6. General Instructions: -

- a) only shortlisted candidates upon scrutiny of application shall be called for The names of the eligible / shortlisted candidates shall be displayed in the official website of the District Court, Alipurduar,
- b) The actual date, time and slot of interview/ Skill test will be intimated in the official website of Alipurduar District court as www.alipurduar.dcourts.gov.in, in due course, after cut off date.
- c) The call letter/ Admit card for interview/skill test shall be sent only by e-mail provided by candidates.
- d) No TA / DA be admissible to the candidate for appearing to the walk-in interview and Skill Test.

7. Termination of Services: -

Service of any human resource engaged in the office of Legal Aid Defense 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, West Bengal in writing:

- i) He/she substantially breaches any duty or service required in the office, or
- ii) Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or his friend or relative, or
- iii) charged or convicted for any offence by any court of law, or
- iv) Indulges in any type of political activities, or
- v) Found incapable of rendering professional service of the required standards, or
- vi) Failure to attend training programmes without any sufficient cause, or
- vii) Indulges in activities prejudicial to the working of legal aid defense counsel office, or
- viii) uses his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/herself or others, or
- ix) Acts in breach of code of ethics, or
- x) Remains absent without leave for more than two weeks ,or
- xi) If services are found unsatisfactory during the six-monthly performance review by the SLSA or DLSA.



8. Code of Ethics:-

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

- a) No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
- b) 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 fulfilment of his/her official duties and which is not available to members of the general public.
- c) 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.
- d) No personnel within the office of Legal Aid Defense counsel shall engage in any outside activity or act as an independent practitioner.
- e) 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.

f) No personnel shall engage in any other salaried job at any concern during the term of employment.

g) Every Personnel of the office of Legal Aid Defense counsel shall strive to preserve the public's confidence in the office's fair and impartial execution of its duties and responsibilities.

9. Terms of Contract: -

Terms of contract with the office Assistant / clerks, Receptionist-cum- Data-Entry operator (Typist) and office Peon at the office of LADCS purely on contract basis, payments are as honorarium and not salaried.

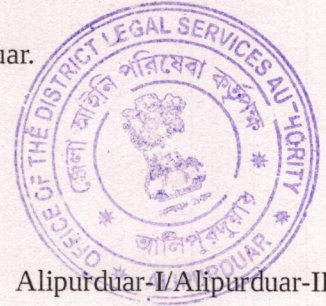
Sd/-

Secretary,

DLSA, Alipurduar-Cum- Member LADCS Selection Committee (Staff) , DLSA, Alipurduar

Copy forwarded for information with prayer for display/ publishing in the respective "Notice Board"

- 1) The Ld. District & Sessions Judge, Alipurduar.
- 2) The District Magistrate, Alipurduar.
- 3) The Superintendent of Police, Alipurduar. (With further request to display in notice boards of all PS under this Jurisdiction)
- 4) The Judge-in-Charge of Nazareth Department, District Judges Court, Alipurduar.
- 5) The District Information Officer, NIC, Alipurduar.
- 6) The Secretary, Bar Association, Alipurduar.
- 7) All the Pradhans of Gram Panchyats through the BDO Alipurduar-I/Alipurduar-II/ Falakata/Kalchini/Kumargram/Madarihat-Birpara Block.
- 8) The Chairman, Alipurduar / Falakata Municipality/ Jaigaon Development Authority.
- 9) The System Assistant, District Judges' Court, Alipurduar for publishing a copy in the District Court website.
10. The R.T.O, Alipurduar.
11. Notice board of DLSA, Alipurduar



Sd/-

(Sweta Srivastava)

Secretary,

DLSA, Alipurduar-Cum- Member LADCS Selection Committee (Staff) , DLSA, Alipurduar.

Secretary
District Legal Services Authority
Alipurduar



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, ALIPURDUAR
(Ref: notification no. 03/ DLSA/ APD)

APPLICATION FORM
(use black or blue ball pen only)

(For office use only)

Application from No. _____/LADCS/APD

Application for the post of :

To,
The Chairman,
Selection Committee for engagement of Human resource
in the Office of the LADCS, DLSA, Alipurduar
Alipurduar District court Complex
P.O. & Dist- Alipurduar
Pin-736122

1. Name of the Applicant (in block letter) : _____

2. Father's/ Husband's Name : _____

3. Permanent Address : _____

_____ PIN _____

4. Gender: Male ☐ Female ☐ Other ☐

5. Date of Birth : ____DD____/____MM____/____YYYY____

6. Age as on : 01.12.2025 _____Years _____Month(s) _____(Day(s))

7. Cast : Gen ☐ SC ☐ ST ☐ OBC ☐

8. Mobile No. : _____

9. E-mail ID : _____

10. Essential Qualification & Others Madhyamik / Secondary education & onwards) :

Examination Passed	Year of Passing	Board / University/ Institution	Total arks Obtained (excluding optional subject)	Mark obtained in %

11. Experiance Details :

Sl. No.	Name of the Institute	Institute Status (Govt/ Private)	Experiance Details	
			Date of Joining	Date of Leave

Declaration:

I, _____ do solemnly declare that the informations furnished above are based on materials records and are true to the best of my knowledge and belief. If any information furnished or any part of it is found to be incorrect, my candidature is liable to be cancelled.

Place : _____

Date : _____

(Signature of the Candidate)