

**OFFICE OF DISTRICT LEGAL SERVICES AUTHORITY
WEST SINGHBHUM AT CHAIBASA**

Advertisement No.- 01/DLSA/2024-25

Applications in prescribed format are invited from the eligible candidates to fill up the posts of (i) **Office Assistant/ Clerk-cum- Receptionist-cum- Data Entry Operator (Typist)** & (ii) **Office Peon (Munshi/ Attendant)** under the Modified Legal Aid Defence Counsel System Scheme (LADCS Scheme) purely on contractual basis initially for the period of One Year and further extension for One Year after satisfactory performance under supervision of Hon 'ble Jharkhand State Legal Services Authority, Ranchi.

Details of Post:

Sl. No.	Name of the Post	No. of Vacancy	Minimum Educational Qualification and Eligibility Criteria	Monthly Honorarium for Class A Towns
1	Office Assistant/ Clerk-cum- Receptionist- cum- Data Entry Operator (Typist)	01	Graduation or Equivalent degree from a recognized University/ Institution. Knowledge of Computer is essential.	Rs. 18000/- (provisions of the Minimum Wages Act and orders issued in this regard shall be complied)
2	Office Peon (Munshi/ Attendant)	01	Matriculation or equivalent from a recognized Board/ Institution.	Rs. 12500/- (provisions of the Minimum Wages Act and orders issued in this regard shall be complied)

Eligible candidates are required to submit the application for the recruitment process of (i) Office Assistants/ Clerks-cum- Receptionist-cum- Data Entry Operator (Typist) & (ii) Office Peon (Munshi/ Attendant) by Registered Post/ Speed Post or by hand on or before 05:00 PM on 20th June, 2024.


Eligibility Criteria:

- 1) Candidates must have the required minimum qualification on/ before the last date of submission of application.
- 2) Candidates applying for the post of (i) Office Assistant/ Clerk-cum- Receptionist-cum- Data Entry Operator (Typist) must be well acquainted with the computer application and must have knowledge of working on computers with sound knowledge of typing on computer (minimum typing speed 20 w.p.m.).
- 3) The candidates should possess sound health, good moral character and should not be involved in, or related to any criminal case or any type of offence involving moral turpitude.
- 4) The candidates must be 21 or above years of age but not more than the age of 35 years as on **01/06/2024.**



Important:

- 1) Application is to be filled in English only.
- 2) Detailed advertisement and Format of Application is also available in the website of Civil Courts, Chaibasa <https://districts.ecourts.gov.in/chaibasa>.
- 3) Candidate is advised to go through the requirement of eligibility, age, etc. and satisfy himself/ herself that he/ she is eligible before applying. Copies of supporting documents, along with their originals, will be sought for verification. At the time of scrutiny, if any claim made in application is not substantiated, the candidature will be cancelled and no further claim will be entertained in this regard.
- 4) The candidate must write his/ her name, date of birth, father's name strictly as given in Matriculation/ 10th Certificate, otherwise his/ her candidature will be summarily rejected/ cancelled at the time of the scrutiny of the application forms or during documents verification at the time of interview or any stage/ level it comes into the notice of Hon 'ble Jharkhand State Legal Services Authority, Ranchi.
- 5) Incomplete application or application not confirming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in the matter.
- 6) Canvassing in any form shall result in rejection of the candidature.
- 7) Separate application may be submitted for separate post.
- 8) Application shall be sent by Registered Post/ Speed Post or submitted by hand and addressed to **'The Secretary, District Legal Services Authority, West Singhbhum at Chaibasa, P.O.- Chaibasa, PIN- 833 201, Jharkhand'**


Principal District Judge-cum- Chairman
District Legal Services Authority
West Singhbhum at Chaibasa

FORMAT OF APPLICATION

Advertisement No.:

Application for the post of:

Affix recent
Passport Size
Photograph &
Self Attest it

- 1) Name of the candidate:
- 2) Father's/ Husband's Name:
- 3) Date of Birth:
- 4) Sex: Male/ Female/ Other (Please Tick One)
- 5) Age of applicant as on 01/06/2024:Years Months Days
- 6) Physically Disabled: Yes/ No (Please Tick One)
- 7) Permanent Address (with PIN Code):
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- 8) Correspondence Address (with PIN Code):
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- 9) Contact Number/ Mobile Number:
- 10) E- mail id:
- 11) Nationality:
- 12) Educational Qualification (Attach Certificates):

Examination Passed	Board/ University	Year of Passing	Percentage Scored	Class/ Division
Matriculation				
Intermediate				
Graduation				
Post Graduation				
Any other				

13) Experience, If any:

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DECLARATION

I,, declare that the information furnished in the application are true to the best of my knowledge. I also declare that I have neither been convicted nor any Criminal Case is pending against me before any Court of Law.

I am well aware that if any information furnished by me in the application is found to be incorrect then my candidature may be cancelled at any stage of the recruitment process. Furthermore, even after being appointed, if the information furnished is found to be incorrect, my appointment may be terminated and I may be prosecuted as per the prevailing criminal/ penal law.

Place:

Date:

Signature of the Candidate