


श्रीमान् प्रधान जिला एवं सत्र न्यायाधीश-सह-अध्यक्ष, जिला विधिक सेवा प्राधिकार, चतरा।

महाशय,

माननीय झारखण्ड राज्य विधिक सेवा प्राधिकार, रांची के पत्रांक सं०-झालसा/1575 दिनांक 24.05.2024 के आलोक में LADCS कार्यालय हेतु NALSA के निर्देशानुसार तथा मोडिफाईड LADCS रिकम 2022 के अनुसार 01 (एक) Office Assistants/Clerks-cum-Receptionist-cum-Data Entry Operator (Typist) एवं 01 (एक) Office Peon (Munshi/Attendant) कि नियुक्त अनुबंध के आधार पर एक वर्ष के लिए किया जाना है, जिसके लिए योग्य उम्मीदवारों से आवेदन प्राप्त कर आवेदन की सूची दिनांक 25.06.2024 तक माननीय झारखण्ड राज्य विधिक सेवा प्राधिकार, रांची को भेजना है। Office Assistants/Clerks-cum-Receptionist-cum-Data Entry Operator (Typist) हेतु योग्यता और अन्य अर्हता उपरोक्त मोडिफाईड रिकम में दिया गया है परन्तु Office Peon (Munshi/Attendant) हेतु कोई योग्यता इत्यादि वर्णन LADCS रिकम 2022 में नहीं है।

अतः यदि श्रीमान् का अनुमोदन हो तो Office Assistants/Clerks-cum-Receptionist-cum-Data Entry Operator (Typist) हेतु आवेदन LADCS के अनुसार तथा Office Peon (Munshi/Attendant) हेतु आवेदन राज्य सरकार के नियमों के अनुसार प्राप्त करने के लिए विज्ञापन प्रकाशन किया जा सकता है।

Yes. approved.


P. V. J. / chairman
01/06/24

Tarakeshwar Das
01.06.24

सचिव
जिला विधिक सेवा प्राधिकार,
चतरा।

District Legal Services Authority, Chatra

In the premises of Civil Courts, Chatra,

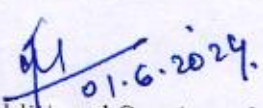
NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF (i) OFFICE ASSISTANTS/CLERKS-CUM-RECEPTIONIST-CUM-DATAENTRY OPERATOR (TYPST), (ii) OFFICE PEON (MUNSHI/ATTENDANT), AS PER THE MODIFIED LADCS SCHEME 2022, PURELY ON CONTRACT BASIS INITIALLY FOR THE PERIOD OF ONE YEAR AND FURTHER EXTENSION FOR ONE YEAR AFTER SATISFACTORY PERFORMANCE FOR THE LEGAL AID DEFENSE COUNSEL OFFICE IN Chatra DISTRICT OF THE JHARKHAND STATE UNDER JHARKHAND STATE LEGAL SERVICES AUTHORITY (JHALSA)

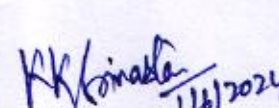
Posts	No.	Monthly Honorarium	Qualifications	Age (as on 24.05.2024)
Office Assistants /Clerks-cum-Receptionist-cum-Data Entry Operator (Typist)	1	15,000/- (provisions of the Minimum Wages Act and orders issued in this regard shall be complied)	<ul style="list-style-type: none">• Educational Qualification : Graduation• Basic word processing skills and the ability to operate computer, with Excellent verbal and written communication skills• The ability to work telecommunication systems (telephones, fax machines, switchboards etc)• Proficiency with typing speed of 40 WPM,• Ability to take dictation and entering data,• File maintenance and processing knowledge,	18 – 35 yrs (Age relaxation as per rule of State Govt)
Office Peon (Munshi/Attendant)	1	10,000/- (provisions of the Minimum Wages Act and orders issued in this regard shall be complied)	Matriculation	18 – 35 yrs (Age relaxation as per rule of State Govt)

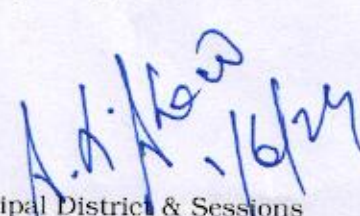
**** Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances with the approval of the Executive Chairman, SLISA**

The Scheme of engagement is available on the Notice board of DLSA, Chatra. **The duly filled-in application form along with self-attested copies of documents shall be submitted to DLSA, Chatra, wherein the candidate desires to apply through speed post, or in an envelope personally in the office of the Secretary, DLSA on or before 18th June, 2024 by 01.00 P.M. Any application received after due date shall not be considered.**

Note: *Applying for engagement does not create any right/assurance whatsoever.


District & Additional Sessions Judge
-cum-Special Judge POCSO-cum-
Member, Selection Committee, Chatra


Principal Judge Family
Court
-cum-Member, Selection
Committee, Chatra


Principal District & Sessions
Judge-cum-Chairman,
Selection Committee, Chatra

APPLICATION FOR ENGAGEMENT AS OFFICE ASSISTANTS/CLERKS-CUM-RECEPTIONIST-CUM-DATA ENTRY OPERATOR (TYPIST) AND OFFICE PEON (MUNSHI/ATTENDANT)

Self-Attested
Photo

STATE: JHARKHAND

DISTRICT _____

Application No. _____

(For Office use)

APPLICATION FOR OFFICE ASSISTANTS/CLERKS-CUM-RECEPTIONIST-CUM-DATA ENTRY OPERATOR (TYPIST) AND OFFICE PEON (MUNSHI/ATTENDANT)

Post Applied for :- (Office Assistant/ Office Peon)

1. Applicant's Name :

2. Father/Husband's Name :

3. Date of Birth :

4. Age (as on 24.05.2024) :

18-35 yrs (Age relaxation as per rule of State Govt)

5. Gender :

6. Present Residential Address :

7. Permanent Residential Address :

9. Telephone no./Mobile No. :

10. E-mail ID :

11. PAN No. :

12. AADHAR No. :

13. Educational Qualification (Please enclose self-attested copies of documents):

Course	Name of Board/ University	Year of Passing	Obtained Percentage (aggregate)
Matriculation			
Intermediate			
Graduation & Above			
Professional/Technical Skills			
Any other (if any)			

** Note: For the post of Peon, Minimum educational qualification is Matriculation

14. Whether any Criminal case/Complaint is/was against the Applicant :

--- YES/ NO (If yes, specify details of both disposed & pending with documents)

15. List of the documents to be attached.

- Self-Attested copy of Certificates in support of educational qualifications.
- Self-Attested copy of Photo Identity Card and Address Proof.
- Any other documents (if any)

(Signature of Applicant)

DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature is liable to be cancelled. I have read and understood the instructions and terms of the engagement and agree to abide by those. I declare that I fulfil the eligibility conditions for the category to which I am seeking engagement. I declare that I have never been penalised in any Criminal Proceedings. I also undertake to maintain absolute integrity and discipline as required thereunder. I agree with the Honorarium structure and all the terms and conditions notified by SLSA/DLSA concerned.

(Signature of Applicant)

Place: _____

Date: _____