

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)

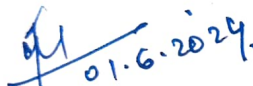
** Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances with the approval of the Executive Chairman, SLSA

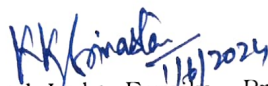
The Scheme of engagement is available on the Notice board of DLSA, Chatra. **The duly filled-in application form along with self-attested copies of documents shall be submitted to DLSA, Chatra, wherein the candidate desires to apply through speed post, or in an envelope personally in the office of the Secretary, DLSA ^{civil court - Chatra} on or before 18th June, 2024 by 01.00 P.M.**


Any application received after due date shall not be considered.

For details visit " chatra-decourts.gov.in .

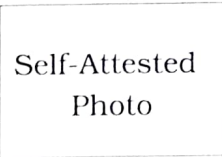
Note: *Applying for engagement does not create any right/assurance whatsoever.


01.6.2024.
District & Additional Sessions Judge
-cum-Special Judge POCSO-cum-
Member, Selection Committee, Chatra


14/6/2024
Principal Judge Family
Court
-cum-Member, Selection
Committee, Chatra


16/6/24
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)



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.

- i. Self-Attested copy of Certificates in support of educational qualifications.
- ii. Self-Attested copy of Photo Identity Card and Address Proof.
- iii. 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: _____