OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, MURSHIDABAD

EMPLOYMENT NOTIFICATION NUMBER 01/LADCS/25 DATED, THE 9TH DECEMBER, 2025

Pursuant to the letter no. 2865/SLSA-21/2022 dated 25.11.2025 of the State Legal Services Authority, West Bengal, the District Legal Services Authority (DLSA), Murshidabad is inviting application in the prescribed pro-forma attached herewith from the eligible candidates having Indian Citizenship for filling up the existing vacancies as mentioned below in Three (3) different categories of posts, in the Legal Aid Defense Counsels System (LADCS) attached to the DLSA, Murshidabad. The engagement will be made purely on contractual and monthly honorarium basis initially for the period of one (1) year and further extension for one year after satisfactory performance under the supervision of State Legal Services Authority, West Bengal.

*Details of Vacancies, Honorarium, Eligibility Criteria and Instruction are given below.

Name of contractual posts For LADCS	**No. of Posts**	**Monthly Honorarium (Rs.)**	**Qualification**	**Age as on 01.01.2024**
Office Assistant	One(1)	18,000/-	* Graduation * Basic word processing skills and ability to operate computer * Typing speed 40WPM * Ability to take dictation and enter data * File maintenance and processing knowledge * Excellent verbal and written communication skills * Word processing abilities *The ability to work on telecommunication system (Telephones, Xerox machine, Switch boards etc.)	18-40 years (Age relaxation as per Rules of the Govt. of West Bengal)
Clerk-cum-Receptionist-cum-Data Entry Operator (Typist)	One(1)	18,000/-	* Graduation * Basic word processing skills and ability to operate computer * Typing speed 40WPM * Ability to take dictation and enter data * File maintenance and processing knowledge * Excellent verbal and written communication skills * Word processing abilities * The ability to work on telecommunication system (Telephones, Xerox machine, Switch boards etc.)	18-40 years (Age relaxation as per Rules of the Govt. of West Bengal)

Office Peon (Munshi / Attendant)	One(1)	13,750/-	Matriculation or equivalent	18-40 years (Age relaxation as per Rules of the Govt. of West Bengal)

Starting date and time for submission of application	09.12.2025 (from10:00 A.M. onwards)
Closing date and time for submission of application	15.12.2025 (till 04:00p.m.)

*Application for each category of post must be submitted as per the enclosed proforma, physically at a drop box at the office of DLSA, Murshidabad on working days or by speed post in the address "**To The Chairman, Selection Committee for LADCS, Murshidabad, District Legal Services Authority, Murshidabad, ADR Centre, Murshidabad, District Judge's Court Compound, P.O.+P.S.- Berhampore, District-Murshidabad, Pin-742101"** only No other means/mode of application will be accepted. It may be noted that the application reaching to this authority beyond the closing date and time for submission of application, shall not anyway, be entertained by the selection Committee.
The candidates are requested to submit their application addressed to the Chairman, Selection Committee for LADCS, Murshidabad, District Legal Services Authority, Murshidabad, ADR Centre, Murshidabad, District Judge's Court Compound, P.O.+P.S.- Berhampore, District-Murshidabad, Pin-742101.

The date for interview/ skill test/proficiency test for all categories of posts will be decided, fixed and conducted by the Selection Committee, shortly and will be notified after closing date of receiving applications, through separate notification and the call letter/admit card shall be sent to the candidates whose applications are found to be in order, **through their respective email address only**. Short listed candidates for Office Assistant, Clerk cum Receptionist cum Data Entry Operator (Typist) and office peon will be called for the final interview after the proficiency test and screening test.

Modalities of the examinations will be intimated to the candidates in their respective admit cards.

The applicants are to check their email regularly for update in this regard.

*Note: As proof of age, Admit Card/ Certificate of Madhyamik (10th standard) or equivalent examination issued by any recognized Board/ Council only be accepted for both the vacant posts of Office Assistant, Clerk- cum- Receptionist- cum- Data Entry Operator (Typist) and Office Peon (Munshi/ Attendant).

Instructions

* The Candidates must submit the proofs of Age, Address, Nationality, Educational Qualification, Computer Proficiency along with the application.

* Incomplete application be summarily rejected.

* The Candidates who are already attached to any job (Govt./private) must submit NOC of their appointing authority.

* Admission to the interview/ skill test/ proficiency test will be deemed provisional, subject to verification and determination of the Candidate's eligibility and suitability in all respect. If at any stage of the process, a candidate is found to be ineligible for admission to the interview/ skill test/ proficiency test in terms of the present notification, his/ her candidature shall be canceled without making any reference to him/her and without

assigning any reason.

* The Selection Committee reserves the right to make short list/ panel of successful candidates. The said panel shall remain valid only for a year from the date of the publication.

* The Selection Committee shall also have the 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.

* The decision of Selection Committee shall be final in all matters relating to eligibility, acceptance or rejection no further applications, mode of examination process, allotment of examination centers, selection to the posts (subject to the approval of the State Legal Services Authority, West Bengal) etc.

* The Selection Committee reserves the right to correct any error that may have in advertently crept in. However, it does not owe any responsibility for any error committed by any candidate.

* Candidates are requested to read the Notification carefully and apply only after being satisfied about the eligibility conditions for the post.

* Mere applying for the aforesaid post will not guarantee chance of the employment and process of requirement be at any time be cancelled subject to any direction by the appropriate authority.

Sd/-
Chairman,
Selection Committee for LADCS,
Murshidabad

TO: THE CHAIRMAN,
SELECTION COMMITTEE FOR LADCS, MURSHIDABAD,
DISTRICT LEGAL SERVICES AUTHORITY,
MURSHIDABAD,
ADR CENTRE,
BERHAMPORE JUDGE'S COURT COMPOUND
P.O.+P.S.-
BERHAMPORE
DISTRICT- MURSHIDABAD
PIN-742101

Recent passport size photograph shall be affixed and signed by the candidate

*Note: All the columns noted with (*) are mandatorily be filled up.

NAME OF THE POST APPLIED FOR*_____

Name of the Applicant*:_____
(IN BLOCK LETTERS ONLY)

Name of the Father/Husband*:_____

Present Address*:_____

_____

_____

Permanent Address*: _____

_____

_____

Contact No/Mobile No*:_____

Email Address*: _____
(in BLOCK letter)

Date of Birth*: _____

Nationality*: _____

Aadhaar No*: _____

EPIC Card No.*: _____

Details of Educational Qualification*:

Examination passed	School/Board & College/ University	Year of passing	Class or Divn. obtain	Subjects studied	Any other information

Details of Computer Education Qualification*:_____

_____

_____

Experience (if any): _____

Particulars of Extracurricular Activities, if any: _____

Any other information that may be considered relevant: List of the documents to be attached:

i. Self-attested copy of Age proof
ii. Self-attested copy of Address proof
iii. Self-attested copy of photo identity proof
iv. Self-attested copy of Nationality proof
v. Self-attested copy of Educational Qualification
vi. Self-attested copy of Computer Proficiency

I certify that the above statements are true to the best of my knowledge and belief. I declare that in case any information furnished by me is found to be incorrect or in case there is any suppression of fact, this application is liable to be rejected.

Date: _____

Place: (Full signature of the Applicant)