

OFFICE OF THE DISTRICT JUDGE, PURULIA
ENGLISH DEPARTMENT

Establishment Section

Memo. No. 2537(7) /Dated Purulia the 02nd day of December, 2025.

The undersigned is forwarding herewith the Employment Notification No. 01 of 2025 dated 02.12.2025 for your information and necessary circulation:-

1. The District Magistrate, Purulia
2. The Judge-in-Charge of Nazareth, Purulia
3. The Judge-in-Charge of Nazareth, Raghunathpur, Purulia
4. The Secretary, DLSA, Purulia
5. The System Assistant, Purulia for uploading the same in the Official website of this Court.
6. The President/Secretary, Bar Association, Purulia
7. The President/Secretary, Bar Association, Raghunathpur, Purulia


District Judge, Purulia.

Chairman
District Legal Services Authority
Purulia

DISTRICT LEGAL SERVICES AUTHORITY, PURULIA

Employment Notice

Notification No. 01 of 2025

Dated the 02nd day of December, 2025

Legal Services Authority offers free legal services to eligible citizens ensuring that no person gets denied justice because of financial and social disadvantage. It provides legal services within the eligibility criterion spelled out in Section 12 of Legal Service Authority Act, 1987.

In view of the direction received from the Member Secretary, SALSA, West Bengal vide communication No. 2913/SLSA-21/2022 dated 01.12.2025, a Recruitment Process of Legal Aid Defense Counsels and Human Resources (Staff) would be conducted by a designated Recruitment Committee under the LADCS scheme, 2022 (modified) of NALSA.

As such, **applications are invited from the eligible candidates for the purpose of appointment (on contractual basis) at Sadar Court, Purulia for a period of Two (02) years with a stipulation of extension on yearly basis subject to the satisfactory performance.**

A) General Information regarding Human Resources :

Sl. No.	Name of the Post	No. of Vacancy	Monthly Honorarium and Salary
1.	Chief Legal Aid Defense Counsel	01	Rs. 60,000/- - Rs. 70,000/-
2.	Deputy Chief Legal Aid Defense Counsel	01-03	Rs. 30,000/- - Rs. 50,000/- each
3.	Asst. Chief Legal Aid Defense Counsel	02-10	Rs. 20,000/- Rs. 30,000/- each
4.	Office Assistant, cum Clerk	01-03	Rs. 12,500/- - Rs. 15,000/- each
5.	Receptionist cum Data-Entry Operator	01	Rs. 12,000/- - Rs. 15,000/- each
6.	Office Peon	01	Rs. 10,000/- - Rs. 12,000/- each

Eligibility Criteria in respect of qualification and work profile for each category of post is enclosed separately herewith this Notification.

B) Method of Recruitment:-

I. For the Post of Chief, Deputy and Asst. Legal Aid Defense Counsel: (For Practicing advocates of Criminal Cases)

- a) Written Examination - 60 marks (Duration 1 ½ hour)
- b) Personality Test and Test of Computer Knowledge - 40 marks

II. For the Post of Office Assistant, cum Clerk :-

- a) Written Examination - 60 marks (Duration 1 ½ hour)
- b) Personality Test and Test of Typing Knowledge - 40 marks

* Educational and other Qualifications for the Post of Office Assistant, cum Clerk : Graduation, basic knowledge in operating Computer, good Typing Speed and ability to take dictation.

III. For the Post of Receptionist cum Data-Entry Operator :-

- a) Written Examination - 40 marks (Duration 1 hour)
- b) Technical Examination (Computer Test, Scanning Photo-copying Knowledge) - 30 marks
- c) Personality Test - 30 marks

* Educational and other Qualifications for the Post of Receptionist cum Data-Entry Operator : Graduation, good knowledge in operating Computer, proficiency in Typing Speed and ability to work with Telecommunication System

IV. For the Post of Office Peon :-

- a) Personality Test - 100 marks

* Educational Qualification for the Post of Office Peon : Madhyamik from any recognized Board.

C) Instruction regarding Application form:-

The applicants have to download the Application form for the concerned post either from the website of Purulia District Court or from the Office of the District Legal Services Authority, Purulia. **The last date of submission of the application form to the said Office is 10.12.2025 (during all working days).**

- * Incomplete and illegible application forms shall be rejected.
- * All the supportive documents have to be attached with the application form.
- * No application form shall be received from the Postal Service.

D) Date, Time and Venue of Examination :-

Will be notified in due course of time through the Official website of this Judgeship

E) Terms and Conditions:-

1. The Committee reserves the right to accept or reject any application if found incomplete and unfit.
2. Remuneration would be as per Government Rules time to time and subject to allotment of fund.
3. The contract will be valid for two (02) years and may be extended time to time on yearly basis subject to the satisfactory performance.
4. The selected candidates have to file an affidavit stating that no criminal case is pending against him/her before any Court of Law.
5. The monitoring and evaluation system for financial outlet, entitlement of leave, Code of ethics and termination of Services would be decided as per LADCS, 2022 (modified).


District Judge, Purulia
cum
Chairman, DLSA, Purulia

Chairman
District Legal Services Authority
Purulia

a) Qualifications for Chief Legal Aid Defense Counsel:

- Practice in Criminal law for at least 10 years,
- Excellent oral and written communication skills,
- Excellent understanding of criminal law,
- Thorough understanding of ethical duties of a defense counsel,
- Ability to work effectively and efficiently with others with capability to lead,
- Must have handled at least 30 criminal trials in Sessions Courts, aforesaid condition of handling 30 criminal cases can be relaxed in appropriate circumstances,
- Knowledge of computer system is preferable.
- Quality to lead the team with capacity to manage the office.

b) Qualifications for Deputy Chief Legal Aid Defense Counsel:

- Practice in Criminal law for at least 7 years,
- Excellent understanding of criminal law,
- Excellent oral and written communication skills,
- Skill in legal research,
- Thorough understanding of ethical duties of defense counsel,

- Ability to work effectively and efficiently with others,
- Must have handled at least 20 criminal trials in Sessions Courts, may be relaxed in exceptional circumstances, by Hon'ble executive Chairman, SLISA,
- IT Knowledge with proficiency in work.

c) Qualification for Assistant Legal Aid Defense Counsel:

- Practice in criminal law from 0 to 3 years.
- Good oral and written communication skills.
- Thorough understanding of ethical duties of defense counsel.
- Ability to work effectively and efficiently with others.
- Excellent writing and research skills.
- IT Knowledge with high proficiency in work.

d) Qualification for Office Assistant/ Clerks:

- Educational Qualification: Graduation,
- Basic word processing skills and the ability to operate computer and skills to feed data,
- Good Typing speed with proper setting of petition,
- Ability to take dictation and prepare files for presentation in the Courts,
- File maintenance and processing knowledge.

e) Qualification for Receptionist-cum-Data Entry Operator

- Educational Qualification: Graduation,
- Excellent verbal and written communication skills,
- Word and data processing abilities,
- The ability to work telecommunication systems (telephones, fax machines, switchboards etc),
- Proficiency with good typing speed.

Note: Qualifications may be reasonably relaxed in case of exceptional candidate or circumstances after the approval of the Executive Chairman, SLISA.

5. Work Profiles:

a) Chief Legal Aid Defense Counsel

- Conducting trials and appeals and bail matters in courts along with deputy chief & assistant legal Aid Defense Counsels,
- Assigning duties to deputy legal Aid Defense Counsels in the office,
- Assigning duties of Assistant legal Aid Defence Counsel for assisting him and Deputy Chief legal Aid Defense Counsel and for other work including legal research,
- Ensure proper legal research, planning effective defence strategy and thorough preparation in each and every legal aided case,
- Ensure maintenance of complete files of legal aid seekers,
- Ensure proper documentation with regard to legal aid assistance provided, ensure maintenance of up-to-date record of legal aided cases,
- Will be overall in charge of administration of the office of Legal Aid Defense Counsel Office.
- Ensure quality legal aid,
- Consultation and ensuring updation of the case progress to the client and his/her relative(s),
- Any work/duty assigned by Legal Services Authority.

b) Deputy Chief Legal Aid Defense Counsel.

- Conducting trials/ appeals/ Remand work /Bail applications/visits to prisons etc., as assigned by Chief Legal Aid Defense Counsel.
- Filing and arguing appeals and bail applications in Courts.
- Maintaining complete case files.
- Doing legal research in legal aided cases and guiding assistant legal Aid Defense Counsel and law students attached with the office in legal research.
- Proper client interviews at various stages for quality research work and representation at remand, trial and appellate stage.

- All or any of the work of the Chief defence Counsel as per assignment,
- Any work/duty assigned by Legal Services Authority.

c) Assistant Legal Aid Defense Counsel.

- Filing of cases, conducting trials in Magistrate trial cases,
- Remand/bail and other miscellaneous work,
- legal research in legal aided cases,
- Visits to Prison and Legal aid Clinics as per directions,
- Providing assistance at pre-arrest stage to suspects,
- Assisting Chief Legal Aid Defense Counsel and Deputy Legal Aid Defense Counsel(s) in conduct of legal aid cases,
- Assisting in developing a defence strategy after sifting through all of the evidence collected by the prosecution and after hearing the accused's version of what happened during the alleged crime in question,
- Visiting location/area of alleged crime, having discussions with family members etc, for effective and meaningful input of defense strategy,
- Handling queries of legal aid seekers,
- Updating legal aid seekers about the progress of their cases,
- Assisting in maintaining complete files of legal aided cases,
- Handling legal queries relating to criminal matters on telephone,
- Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel,
- Any work/duty assigned by Legal Services Authority,

d) Office Assistant

- Keeping updated record of legal aided cases,
- Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,
- Typing applications, petitions, appeals etc.,

- Doing ministerial work related to cases such as filing applications for copies of orders, judgement etc.,
- Any other task assigned by the Chief Legal Aid Defense Counsel,
- Any work/duty assigned by Legal Services Authority,
- All duties assigned to Receptionist cum data entry operator.

e) Receptionist-cum-Data Entry Operator

- Greeting clients and visitors and answering visitor inquiries,
- Answering and routing incoming calls on a multi-line telephone system,
- Scheduling and routing legal aid seekers,
- Maintaining the waiting area, lobby or other office areas,
- Scanning, photocopying, faxing,
- Collecting and routing mail and hand-delivered packages,
- Answering face-to-face enquiries and providing information when required,
- Uploading, at the initial point, legal aided cases on NALSA portal & other platforms and updating the information from time to time,
- Any work/duty assigned by Legal Services Authority.

f) Office peon (Munshi/Attendant)

- General work of MTS, Munshi or Peon,
- Cleaning the office before the commencement of office hours,
- Ensuring that all places in the office are kept clean,
- Bringing and serving water, beverages to the visitors in the office,
- Carrying dak, misc. work etc.
- Any other work assigned by Legal Services Authority.

6. Termination of Services:

Services of any human resource including legal aid defense counsel 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 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 services 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.

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
DISTRICT - PURULIA

APPLICATION FOR THE POST OF _____ **Legal Aid Defense Counsel**
(Chief / Deputy / Asst.) (ON CONTRACTUAL BASIS)

- | | |
|---|--|
| <p>1. Name of the Candidate : _____
(in capital letters) _____</p> <p>2. Father's Name : _____</p> <p>3. Present Address : _____

_____</p> <p>4. Permanent Address : _____

_____</p> <p>5. Mobile No. : _____</p> <p>6. E-Mail ID : _____</p> <p>7. Date of Birth : ____/____/____
(Self attested document of age proof is to be enclosed)</p> <p>8. Age (as on 01.12.2025) : _____</p> <p>9. Nationality : _____</p> <p>10. Gender : _____</p> <p>11. Language known : _____</p> <p>12. Educational Qualification : _____
(Self attested copy of documents to be enclosed)</p> <p>13. Enrollment Number of the Bar :- _____
(Self attested copy of document to be enclosed)</p> <p>14. Practicing Experience (in years) : _____
(Certificate from the appropriate authority is to be enclosed)</p> <p>15. Computer Knowledge : _____
(Self attested copy of document to be enclosed, if any)</p> <p>16. Medical Fit Certificate : _____
(Must be obtained from a Registered Medical Practitioner)</p> | <div style="border: 1px solid black; padding: 10px; width: 100%;">Affix a current
Passport size
photograph</div> |
|---|--|

Declaration

I, Sri/Smt _____ hereby declare that all the statements made above are true and correct to the best of my knowledge and there is no criminal case pending against me before any court of Law. I also declare that my candidature is liable to be canceled, if any information is found false or incorrect.

(Signature of the Candidate with date)

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
DISTRICT - PURULIA

APPLICATION FOR THE POST OF _____
(ON CONTRACTUAL BASIS)

1. Office Assistant/Clerk
2. Receptionist cum Data-Entry Operator
3. Office Peon / Attendant

1. Name of the Candidate : _____
(in capital letters) _____
2. Father's Name : _____
3. Present Address : _____

4. Permanent Address : _____

5. Mobile No. : _____
6. E-Mail ID : _____
7. Aadhar No. : _____
(Self attested copy is to be attached)
8. Date of Birth : ____/____/____
(Self attested document of age proof is to be enclosed)
9. Age (as on 01.12.2025) : _____
10. Nationality : _____
11. Gender : _____
12. Language known : _____
13. Educational Qualification : _____
(Self attested copy of documents to be enclosed)
14. Computer Knowledge : _____
(Self attested copy of document to be enclosed)
(Not applicable for the post of Office Peon /Attendant)

Affix a current
Passport size
photograph

Declaration

I, Sri/Smt _____ hereby declare that all the statements made above are true and correct to the best of my knowledge and there is no criminal case pending against me before any court of Law. I also declare that my candidature is liable to be canceled, if any information is found false or incorrect.

(Signature of the Candidate with date)