



District Legal Services Authority, Pakur

No. LADCS/2024/01

Date: 31<sup>st</sup> May 2024

**NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS IN LEGAL AID DEFENSE COUNSEL OFFICE IN PAKUR DISTRICT OF THE STATE UNDER SLSA, RANCHI**

Applications are invited from eligible candidate having requisite qualifications for purely on contract basis initially for the period of one year and further extension for one year after satisfactory performance for the **01 (One) post of Office Assistants/Clerks-cum-Receptionist-cum-Data Entry Operator (Typist) and 01 (One) Office Peon (Munshi/Attendant) for LADCS, DLSA, Pakur.**

① The Scheme of engagement along with application form may be download from the official website of Civil Court, Pakur (<https://pakur.dcourts.gov.in/notice-category/recruitments/>) and also from Notice board of DLSA, Pakur. The duly filled application form along with self-attested copies of documents may be submitted to DLSA, Pakur wherein the candidate desires to apply through speed post or in an envelope personally in the office of the Secretary, DLSA, Pakur on or before **21<sup>st</sup> June 2024 by 17.00 Hrs.** Any application received after due date shall not be considered.

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

Sd/-

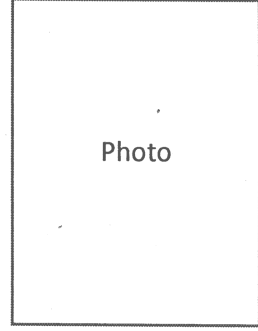
Principal District Judge-cum-Chairman  
District Legal Services Authority, Pakur

**APPLICATION FOR ENGAGEMENT AS OFFICE ASSISTANTS/CLERKS-CUM-  
RECEPTIONIST-CUM-DATA ENTRY OPERATOR (TYPIST)/OFFICE PEON  
(MUNSHI/ATTENDANT) IN LEGAL AID DEFENSE COUNSEL SYSTEM**

STATE: JHARKHAND

DISTRICT: PAKUR

Application No. \_\_\_\_\_  
(For Office use)



**APPLICATION FOR CHIEF/DEPUTY/ASSISTANT LEGAL AID DEFENSE COUNSEL**

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-06-2024) :
5. Gender :
6. Residential/Communicational Address :
  
7. Permanent Address :
  
8. Mobile No. :
9. E-mail ID :
10. PAN No. :
11. AADHAR No. :
12. Educational Qualification (Please enclose self-attested copies of documents):

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

13. Experience if any :  
(Duration of actual work)  
**(Attach an experience certificate)**
  
14. List of the documents to be attached.
  1. Self-Attested copy of Certificates in support of educational qualifications and any other supporting documents (Caste, residential etc.).
  2. 03 Passport size Photographs, 02 self addressed envelope with Rs. 55/- of postal stamp.

(Signature)

## 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 agrees 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 by any Bar Council in any Disciplinary Proceedings. I also undertake to maintain absolute integrity and discipline as required thereunder. I agree with the remuneration structure and all the terms and conditions notified by SLSA/DLSA concerned.

(Signature)

Place: \_\_\_\_\_

Date: \_\_\_\_\_



Posts	No. of Post	Qualification	Monthly Honorarium
<b>Office Assistants/Clerks-cum-Receptionist-cum-Data Entry Operator (Typist)</b>	01 (One)	<ol style="list-style-type: none"><li>1. Graduation from any stream</li><li>2. Basic word processing skills and the ability to operate computer</li><li>3. Typing speed of 40 W.P.M</li><li>4. Ability to take dictation and entering data</li><li>5. File maintenance and processing knowledge</li><li>6. Excellent verbal and written communication skills</li><li>7. The ability to work telecommunication system (telephones, fax machines, switchboards etc.)</li></ol>	Rs. 15,000/- (provisions of the Minimum Wages Act and orders issued in this regard shall be complied)
<b>Office Peon (Munshi/Attendant)</b>	01 (One)	<ol style="list-style-type: none"><li>1. Matriculation</li></ol>	Rs. 10,000/- (provisions of the Minimum Wages Act and orders issued in this regard shall be complied)

### **Work Profiles:**

#### **Office Assistants/Clerks-cum-Receptionist-cum-Data Entry Operator (Typist):-**

- Keeping updated record of legal aided cases
- Uploading the updated record/progress of the legal aided cases on NALSA portal
- Maintaining complete files of legal aided cases and keeping files with propped index in a systematic manner



- Typing bail applications, petitions etc.
- Doing ministerial work related to cases such as filing applications for copies of orders, judgement etc.
- Any other task assigned by the Legal Aid Defense Counsel
- Any work/duty assigned by Legal Services Authority.
- 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 and updating the information from time to time.

**Office Peon (Munshi/Attendant):-**

- 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 etc.
- Any other work assigned by Legal Services Authority.