



JAMMU AND KASHMIR LEGAL SERVICES AUTHORITY

JDA COMPLEX JANIPUR, JAMMU/ OLD SECRETARIAT, SRINAGAR

Website: <https://jkslsa.gov.in>
Email: jkslsa1234@gmail.com

Jammu: 0191- 2539962 (f) 2539679
Srinagar: 0194- 2480408 (f) 2476945

ADVERTISEMENT NOTICE

No: 02 of 2025, Dated: 23.04.2025

Applications are invited from eligible candidates who are domiciles of the Union Territory of Jammu & Kashmir for contractual engagement against the following posts of Support Staff in the Legal Aid Defence Counsel (LADC) Offices established in all 20 districts of the UT of J&K. The engagement shall be purely on contractual basis for an initial period of one year only, which may be extended by another one year based solely on performance, availability of funds and in strict conformity with the directions issued by the National Legal Services Authority (NALSA);

Distribution of posts for LADC Offices in J&K (District Class-wise)

S.No	District/s	Name of Post	No. of Posts	Fixed Honorarium to be paid
1	Class A District (Srinagar)	Office Assistant	03	₹21,500/- each
		Receptionist - cum-DEO	01	₹19,000/- each
		Office Peons	03	₹13,750/- each
2	Class B District (Jammu, Kathua, Udhampur)	Office Assistant	03 per district	₹17,500/- each
		Receptionist - cum-DEO	01 per district	₹16,000/- each
		Office Peons	03 per district	₹11,000/- each
3	Class C District (Ganderbal, Anantnag, Kulgam, Shopian, Pulwama, Baramulla, Bandipora, Budgam, Kupwara, Samba, Poonch, Rajouri, Bhandarwah, Ramban, Kishtwar, Reasi)	Office Assistant	03 per district	₹13,750/- each
		Receptionist - cum-DEO	01 per district	₹13,500/- each
		Office Peons	03 per district	₹11,000/- each

Date of Commencement/Submission of Application Form: 24.04.2025

Last Date of Submission of Application Form: 05.05.2025
(upto 4:00 pm)

Eligibility Criteria/qualification:

- Office Assistant/Clerk:**
Graduation with good typing speed, computer proficiency, file management skills, and ability to prepare case files and take dictation.
 - Receptionist-cum-Data Entry Operator:**
Graduation with excellent communication skills, proficiency in data entry and telecommunication systems, and sound typing ability.
 - Office Peons (Munshi/Attendants):**
10th or above, with experience in carrying out general MTS tasks.
- Age Limit:**
Candidate must not be more than 40 years as on the date of publication of this notice.

• **Application Fee: Rs. 200/- (Rupees Two Hundred only)**


The application fee shall be paid through a Demand Draft drawn in favour of **Member Secretary; J&K Legal Services Authority** payable at Srinagar/Jammu.

• **Terms & Conditions:**

1. The engagement shall be purely on **contractual basis**, explicitly precluding any claim to regular government employment, and will be subject to engagement **initially for a period of one year only, extendable by another one year strictly** on the basis of performance and subject to availability of funds and in conformity with NALSA's instructions.
2. The candidates shall have no claim for regularization and the engagement shall be treated as honorarium-based/retainership and not as salaried appointment;
3. The services of the selected candidates can be terminated at any point of time in case of unsatisfactory performance.

How to Apply:

Interested candidates may submit their application form along demand draft, self-attested copies of all the educational and experience certificates (if any) and proof of age, in the Office of **Member Secretary, J&K Legal Services Authority, Old Secretariat, Srinagar / JDA Complex, Janipur, Jammu** and **Office of the respective Secretary, District Legal Services Authority, UT of J&K**. No other mode of submission shall be entertained.


Shazia Tabasum
Member Secretary
Dated: 23.04.2025

No: SLSA/LS/96/2022/100-03.

Copy to:

1. Secretary to Hon'ble Executive Chairman, J&K LSA for the information of his Lordship.
2. Director information, Jammu/Srinagar, with the request to publish the above advertisement notice in the Daily leading News Papers of Jammu and Srinagar (especially in Greater Kashmir and Daily Excelsior).
3. Secretary, DLSA (ALL) for information and further necessary action including affixing of the notification on the notice board of the court.
4. In-charge Website JKLSA for uploading the same on the Website.

ANNEXURE - A

JAMMU AND KASHMIR LEGAL SERVICES AUTHORITY
OLD SECRETARIAT, SRINAGAR/ JDA COMPLEX, JANIPUR, JAMMU

1. Advertisement Notice No. _____.

2. Name of the applicant (IN BLOCK LETTERS)

_____.

3. Gender : (Male / Female/ Transgender)

4. Father's Name (IN BLOCK LETTERS) _____.

5. Permanent Address _____ Tehsil _____.

District _____ Pin Code _____.

6. Address for correspondence _____.

Tehsil _____ District _____ Pin Code _____.

Mobile number _____ E-mail address _____.

7. Date of Birth _____ (as per Matriculation Certificate)

8. Educational qualification (Attach self-attested copies)

S.No.	Examination	Year	Board/University	Subject	Marks Obtained	Percentage

9. Experience _____.

Signature of the Candidate

Declaration by the Candidate:

I hereby declare that:-

- i) The information/data furnished in this application form is true and correct to the best of my Knowledge and belief. I further declare that nothing has been concealed.
- ii) There is no wilful mis-representation of facts and concealment of information and if proved otherwise, the J&K LSA may cancel my candidature and I shall be liable for action as Warranted under rules including debarring me either permanently or for a specified period for applying for the posts advertised by it.
- iii) I have never been arrested, prosecuted or convicted in any criminal case.
- iv) I fulfill all the requisite qualifications prescribed for the post.

Signature of the Candidate