



Office of the District Legal Services Authority, Nadia

ADR Centre Building, Krishnagar Judges' Court Compound, Krishnagar, Nadia
E-mail: dlsanadiakng@gmail.com/ Phone: 033-68263708/ Mob: 9832999342/ 8584859836

Notice No: 19

Dated: 30.08.2024

ADVERTISEMENT NOTICE

Offline applications are invited in prescribed format attached herewith (Annexure- A) from the eligible candidates for engagement in the following posts, **purely on contractual and monthly honorarium basis**, under Legal Aid Defense Counsel System, Nadia, situated at the office of District Legal Services Authority, Nadia:

NAME AND NUMBER OF VACANCIES OF POST:

- a) The vacancy in the category of **Office Assistance/ Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist)** is one (01)
- b) The vacancy in the category of **Office Peon (Munshi/ Attendant)** is one (01)

AGE LIMIT:

Not less than 18 years and not more than 40 years as on 01.01.2024 (Age relaxation as per Rules of the Govt. of West Bengal).

ESSENTIAL QUALIFICATION:

1. **For Office Assistance/ Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist):**
 - a. Graduation
 - b. Basic word processing skills and ability to operate computer
 - c. Typing speed 40 WPM
 - d. Ability to take dictation and enter data
 - e. File maintenance and processing knowledge
 - f. Excellent verbal and written communication on skills
 - g. Word processing abilities and
 - h. The ability to work on telecommunication system (Telephones, Xerox machine, switch boards etc.)
2. **For Office Peon (Munshi/ Attendant):** Matriculation or equivalent

MONTHLY HONORARIUM:

1. **Office Assistance/ Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist):** Rs. 18,000/-
2. **Office Peon (Munshi/ Attendant):** Rs. 13,750/-

SELECTION PROCEDURE:

1. **Office Assistance/ Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist):** Mandatory Computer Test followed by Interview with document verification.
2. **Office Peon (Munshi/ Attendant):** Interview with document verification.

DOCUMENTS TO BE SUBMITTED:

The Applicant should apply in prescribed format annexed with this notice. Self-attested photocopy of the following documents are to be attached with the application:

1. Educational certificates
2. Computer Knowledge Certificate {for Office Assistance/ Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist)}
3. Photo identity proof, eg. Voter I.D. (EPIC), Aadhaar Card, Driving License Etc.
4. Caste certificate issued by the Competent Authority (if any)
5. Proof of residential address
6. Proof of age
7. Certificate of extra curriculum activity, if any.

APPLICATION PROCEDURE:

Willing candidates are requested to drop their filled-up application as per prescribed format (Annexure- A) in the drop box at the A.D.R Centre building, Krishnagar Judges' Court Compound, P.O.- Krishnagar, P.S.- Kotwali, Dist- Nadia, Pin- 741101 along with requisite documents, within closed envelope, mentioning clearly the name of the post applied for on top of the envelope.

The application will be received on any working day up to 06.09.2024 between 11:00 AM to 05:00 PM. **No application shall be received after 05:00 PM on 06.09.2024.**

The application should be addressed to "The Chairman, Recruitment Committee, DLSA, Nadia, A.D.R Centre building, Krishnagar Judges' Court Compound, Krishnagar, Nadia.

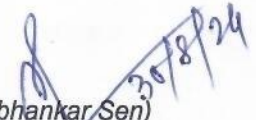
TERMS & CONDITIONS FOR THE ABOVE POSTS:

1. **The engagement is to be made initially for a period of One (01) year which may be extended further for one (01) year after satisfactory performance of the selected candidate.**
2. **The above posts are purely on contractual and monthly honorarium basis, so, the incumbents selected will have no claim for regular appointment/ Government Pay, allowances or perquisites.**
3. **Application to more than one post shall not be entertained.**
4. **The Appointing Authority reserves the right to discontinue the engagement of any selected candidate at any time before expiration of term of engagement without giving prior notice.**
5. **Candidate having pending criminal case involving moral turpitude will invite disqualification.**

7. The Recruitment Committee reserves the right to alter/ modify/ add any condition at any stage of the engagement process.
8. In case of any dispute, decision of the Chairman of Recruitment Committee shall be final.

IMPORTANT INFORMATION:

1. The application is liable to be cancelled for misrepresentation/ fraud and for not furnishing any necessary particulars/ documents and for sort of defect in filling up the application form and also for any error/ omission of the instruction stated therein.
2. The list of eligible candidates for interview along with the interview date will be published in District Court's portal of Nadia judgship and also in the Notice Board of the office of District Legal Services Authority, Nadia.
3. **No TA/ DA etc. will be given to attend the interview.**
4. Willing candidates are requested to keep vigil the District Court's website <https://nadia.dcourts.gov.in/>.



(Subhankar Sen)
Chairman,
Recruitment Committee, DLSA, Nadia.
Chairman
District Legal Services Authority
Nadia.

No: **2483 (8)**/DLSA/NADIA/24-015 (xi)
(Through E-mail Only)

Dated: **30.08.2024**

Copy for kind information and requested to display in the office notice board to:

1. The District & Sessions Judge, Nadia.
2. The District Magistrate, Nadia.
3. The Superintendent of Police, Krishnagar Police District.
4. The Superintendent of Police, Ranaghat Police District.
5. The District Information Officer, Krishnagar, Nadia, with a request to upload the same to the official website of Nadia District Administration also.
6. The Chief Medical Officer of Health, Nadia.
7. Office Notice Board of District Legal Services Authority, Naida.
8. Office Notice Board of Legal Aid Defense Counsel System, Nadia.


(Subhankar Sen)
Chairman,
Recruitment Committee, DLSA, Nadia.
Chairman
District Legal Services Authority
Nadia.

(Annexure-A)

To,
The Chairman,
Recruitment Committee,
District Legal Services Authority, Nadia.
P.O.- Krishnagar, P.S.- Kotwali,
Dist- Nadia, Pin- 741101.

Paste Recent
Passport Size
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APPLICATION FOR ENGAGEMENT OF CONTRACTUAL STAFF

POST APPLIED FOR _____

Sir,

I beg to apply for the above-mentioned post and I beg to submit my particulars as per prescribed format, given below:

1.	Name of the applicant (in Block Letters)	
2.	Father's/ Spouse's Name	
3.	Date of Birth (attach self-attested copy of age proof)	
4.	Actual age as on 01.01.2024	
5.	Gender	
6.	Religion	
7.	Nationality (give self-attested copy of Photo Identity Card)	
8.	Category (attach self-attested copy of caste certificate)	
9.	Present Address (with Pin Code)	
10.	Permanent Address (with Pin Code)	

11.	Contact Number	
12.	Email ID	
13.	Educational qualification (give self-attested supporting documents)	
14.	Have you any knowledge in computer operation & typing? If so, give details. [For Office Assistance/ Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist)] (enclose self-attested photocopy of certificate)	
15.	Do you know shorthand (English) If so, give details. [For Office Assistance/ Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist)] (enclose self-attested photocopy of certificate)	
16.	Other qualification, if any (give self-attested supporting documents)	
17.	Experience, if any (give self-attested supporting documents)	

DECLARATION

I, hereby declare that all the statements made in this application are true and correct to the best of my knowledge and in the event of information being found false in future, my candidature is liable to be cancelled.

Signature of the candidate

Date:

Place:

Enclosures:
