

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, HOWRAH

EMPLOYMENT NOTIFICATION NUMBER 01/LADCS/24 DATED. THE 16TH DAY OF AUGUST, 2024

Pursuant to the letter no.1981(10)SLSA-21/2022 dated 13.08.2024 of the State Legal Services Authority, West Bengal, the District Legal Services Authority (DLSA), Howrah is inviting application in the prescribed proforma attached herewith from the eligible candidates having Indian Citizenship for filling up the existing vacancies as mentioned below in two (2) different categories of posts, in the Legal Aid Defense Counsels System (LADCS) attached to the DLSA, Howrah. The engagement will be made purely on contractual and monthly honorarium basis initially for the period of one (1) year.

* 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/ Clerks- 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	16.08.2024 (from 08:00 p.m. onwards)
Closing date and time for submission of application	23.08.2024 (till 04:00 p.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 Howrah on working days or by speed post or through email at dlsahowrah@yahoo.com only. In case of application through email, the candidates are to **upload their scanned copy of duly filled and signed application form along with all relevant documents** in the form of PDF only. **The candidates applying through email are to bring their physically filled up form alongwith annexed documents at the time of interview.** 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 District Legal Services Authority, Howrah, ADR Centre, 4/B Hrishik Bankim Chandra Road, Post office- Howrah, PIN- 711101. For any further details/ query, please contact on 033 2640-1022 or at dlsahowrah@yahoo.com

The date for interview/ skill test/ proficiency test for both categories of posts will be decided, fixed and conducted by the District Selection Committee, Howrah shortly and to be notified after closing date of receiving applications, through the website : <https://howrah.dcourts.gov.in> 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**. Shortlisted candidates for Office Assistant/Clerks cum receptionist cum data entry operator (typist) 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/ Clerks- cum- Receptionist- cum- Data Entry Operator (Typist) and Office Peon (Munshi/ Attendant).

Instructions

*An applicant can not apply for more than one post.

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

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

* The District 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 District Recruitment/ Selection Committee shall be final in all matters relating to eligibility, acceptance or rejection of the 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 District Recruitment/ Selection Committee reserves the right to correct any error that may have inadvertently 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 after being satisfied about the eligibility conditions of the Notification, then only apply.

TO:
THE SECRETARY,
DISTRICT LEGAL SERVICES AUTHORITY,
ADR CENTRE, 4/B HRISHI BANKIM CHANDRA ROAD,
HOWRAH- 711101.

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NAME OF THE POST APPLIED FOR* _____

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

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

2. Name of the Father/ Husband* : _____

3. Present Address*: _____

4. Permanent Address* : _____

5. Contact No/ Mobile No*: _____

6. Email Address* : _____

7. Date of Birth*: _____

8. Nationality* : _____

9. Aadhar No*: _____

10. Voter Card No.* : _____

11. Details of Educational Qualification* :

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

12. Details of Computer Application Qualification* : _____

13. Experience (if any) :

14. Particulars of Extracurricular Activities, if any :

15. Any other information that may be considered relevant :

16. 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)