

Office of the District Legal Services Authority, Bokaro

(at Nyaya Sadan, Civil Courts, Bokaro (Near D.C. Office), Camp- II, B.S.City)

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF (i) **OFFICE ASSISTANT/ CLERK -CUM- RECEPTIONIST -CUM- DATA ENTRY OPERATOR (TYPIST)**, AS PER THE MODIFIED LADCS SCHEME 2022, **PURELY ON CONTRACT BASIS INITIALLY** FOR THE PERIOD OF **ONE YEAR** AND FURTHER EXTENSION FOR ONE YEAR AFTER SATISFACTORY PERFORMANCE FOR THE LEGAL AID DEFENSE COUNSEL OFFICE IN BOKARO DISTRICT OF THE JHARKHAND STATE UNDER JHARKHAND STATE LEGAL SERVICES AUTHORITY (JHALSA).

| Posts | No. | Monthly Honorarium | Qualifications | Age (as on 01.10.2025) |
|--|-----------|---|---|--|
| Office Assistant/ Clerk -cum- Receptionist -cum- Data Entry Operator (Typist) | 01 | 18,000/- (provisions of the Minimum Wages Act and orders issued in this regard shall be complied) | <ul style="list-style-type: none">• Educational Qualification : Graduation• Basic word processing skills and the ability to operate computer, with Excellent verbal and written communication skills• The ability to work telecommunication systems (telephones, fax machines, switchboards etc)• Proficiency with typing speed of 40 WPM,• Ability to take dictation and entering data,• File maintenance and processing knowledge, | 18 - 35 yrs (Age relaxation as per rule of State Govt) |

** Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances with the approval of the Executive Chairman, SLSA.

The Scheme of engagement is available on the Notice board of DLSA, Bokaro. The duly filled-in application form in the prescribed format along with self-attested copies of documents addressed to **the Secretary, DLSA, Bokaro, Nyaya Sadan, Civil Courts, Bokaro (Near D.C. Office), Camp- II, Bokaro Steel City- 827001** shall be submitted to DLSA, Bokaro **on or before 14.11.2025, through speed post, or in a sealed envelope personally** (during office hours on any working day). Any application received after due date shall not be considered.

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

Sd/-

Secretary, DLSA, Bokaro

FORMAT OF APPLICATION FOR ENGAGEMENT AS OFFICE ASSISTANT/ CLERK -
CUM- RECEPTIONIST -CUM- DATA ENTRY OPERATOR (TYPIST) FOR THE LEGAL AID
DEFENSE COUNSEL OFFICE IN DLSA, BOKARO

Photo

STATE: JHARKHAND

DISTRICT: BOKARO

Application No. _____

(For Office use)

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01.10.2025) :
5. Gender :
6. Present Residential Address :

7. Permanent Residential Address :

8. Telephone no./Mobile No. :

9. E-mail ID :

10. PAN No./ AADHAR No. :

11. Educational Qualification (Please enclose self-attested copies of documents):

| Course | Name of Board/ University | Year of Passing | Obtained Percentage (aggregate) |
|----------------------------------|------------------------------|-----------------|------------------------------------|
| Matriculation | | | |
| Graduation & Above | | | |
| Professional/Technical Skills | | | |
| Any other (if any) | | | |

12. Whether any Criminal case/Complaint is/was against the Applicant: [YES / NO]
(If yes, specify details of both disposed & pending with documents)

13. List of the documents to be attached.

- i. Self-Attested copy of Certificates in support of educational qualifications.
- ii. Self-Attested copy of Photo Identity Card and Address Proof.
- iii. Any other documents (if any)

(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 agree 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 in any Criminal Proceedings. I also undertake to maintain absolute integrity and discipline as required thereunder. I agree with the Honorarium structure and all the terms and conditions notified by SLSA/DLSA concerned.

(Signature)

Place: _____

Date: _____