



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, JHARGRAM

A.D.R Building, District Judges Court Complex, Jhargram, PIN-721507

Telephone No-03221-255119 E-mail: jhargramdlsa@gmail.com

Employment Notification No. 03/DLSA/JGM/2025

Date: 16th December-2025

NOTIFICATION FOR THE RECRUITMENT OF STAFF/HUMAN RESOURCE ON CONTRACTUAL BASIS FOR LEGAL AID DEFENSE COUNSEL OFFICE UNDER THE DISTRICT LEGAL SERVICES AUTHORITY(DLSA), JHARGRAM.

District Legal Services Authority (DLSA), Jhargram invites applications from the eligible Indian Citizens in the following prescribed format for preparation of a panel to fill up the post of Staff/Human Resource for the Office of the Legal Aid Defense Counsel, Jhargram under the District Legal Services Authority, Jhargram on Contractual basis.

The application(s) is to be addressed in the prescribed format along with necessary documents to ***"To The Chairman, Selection Committee for LADCS, Jhargram, Office of the District Legal Services Authority, Jhargram, ADR Building, District Judge's Court Compound, Jhargram, PIN-721507"***. Any application is liable to be cancelled for not furnishing necessary particulars/documents and for any sort of defects in filling up the application form and also for any error/omission to follow the instruction stated herein after.

Details of Vacancy, Salary, Eligibility Criteria, Mode of Examination and Instructions are given below in brief —

Name of the post	No.of Vacancies	Salary	Educational Qualification	Age as on 01.01.2025
Office Assistant/Clerks	Two (02)	Rs.18,000/- per month.	1. Graduation. 2. Basic word processing skills, skill to feed data and ability to operate computer 3. Typing speed 30WPM with proper setting of petition 4.Ability to take dictation and prepare files for presentation in Court. 5. File maintenance and processing knowledge 6. Excellent verbal and written communication skills	18-40 years(Age relaxation as per Rules of Govt. of West Bengal)



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			7.The ability to work on telecommunication systems(Telephones, Xerox machines, Switch boards etc.)	
Receptionist-cum-Data Entry Operator (Typist)	One(01)	Rs.18,000/- per month.	1. Graduation. 2. Basic word processing skills, skill to feed data and ability to operate computer 3. Typing speed 30WPM with proper setting of petition 4. Ability to take dictation and prepare files for presentation in Court. 5. File maintenance and processing knowledge 6. Excellent verbal and written communication skills 7.The ability to work on telecommunication systems(Telephones, Xerox machines, Switch boards etc.)	18-40 years(Age relaxation as per Rules of Govt. of West Bengal)
Office Peon (Munshi/ Attendant)	One(01)	Rs.13,750/- per month.	Matriculation equivalent	18-40 years(Age relaxation as per Rules of Govt. of West Bengal)

Selection Procedure:- Will be notified later as per the decision of the Selection Committee for LADCS, Jhargram.

Exact Date, Time and Venue for examination/interview will be intimated to the eligible candidates in due course through candidate's Email as well as such information will be also available in the official website of District Judge, Jhargram — <https://jhargram.dcourts.gov.in>

How to Apply:-

Interested and eligible candidates may apply offline in the prescribed format along with self-attested Photocopies of (i)Madhyamik Admit Card, (ii)Marksheets and Certificates of all the Academic Qualifications, (iii)Voter card/Aadhar card/PAN Card, (iv)3 Color Passport Size Photographs (2 photographs to be self attested and another pasted on the application form) addressed to "To The



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Chairman, Selection Committee for LADCS, Jhargram, Office of the District Legal Services Authority, Jhargram, ADR Building, District Judge's Court Compound, Jhargram, PIN-721507".

Submission of Application:-

The duly filled in application in the prescribed format along with self-attested copy of certificates and all other supportive documents should be submitted in a drop box at the office of DLSA, Jhargram on working days or by speed post to the address ***"To The Chairman, Selection Committee for LADCS, Jhargram, Office of the District Legal Services Authority, Jhargram, ADR Building, District Judge's Court Compound, Jhargram, PIN-721507"*** which must reach before **26.12.2025, (Upto 5.00 p.m.)** only.

General Instruction:-

1. Admit cards will be issued to the eligible candidates on their e-mail i.d provided in their application form.
2. Application will be received on and from the date of publication of the advertisement. **The last date of receiving the filled up application is on 26.12.2025.** No application shall be entertained after 5:00 P.M of 26.12.2025 under any circumstance.
3. **Application will be received in a Drop Box at the office of the District Legal services Authority, Jhargram on working days or by speed post at the address from 17.12.2025 to 26.12.2025 during office hours from 11.00 AM to 5.00 PM.**
4. **The envelope containing the application should be super scribed by the name of the post applied for at the top.**
5. The candidates are requested to provide three (3) Color Passport size photographs (2 to be self attested and another pasted on the application form). The candidates are also advised to write his/her name with father's/ guardian's name at the back of the two additional photographs.
6. The candidate must submit self-attested Photocopies of Academic Qualifications along with the application, as per the eligibility criteria reflected above..
7. Defective/ incomplete applications will be summarily rejected.
8. If it is found during verification of testimonials at any stage that the candidate has acquired qualification as stated above, any date after the date of publication of this advertisement, his/her candidature shall be summarily rejected.
9. Admission to the test/examination will be deemed provisional, subject to verification and determination of the eligibility criteria of the candidates. If at any stage, a candidate is found to be ineligible for the tests in any respect, his/her candidature will be canceled without assigning any reason.



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10. A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified and if appointed, shall be liable for dismissal from service.
11. In case of any dispute, the matter shall be referred to the Selection Committee of LADCS Jhargram under the District Legal Services Authority, Jhargram.
12. The candidates already in service under Govt./Public sector undertakings and within the prescribed age limit must submit their applications through proper channels with "no objection certificate" of the authority concerned.
13. **The candidate, who is accused or convicted of a criminal case, is not eligible to apply.**
14. In case of any adverse Police Report or in case a candidate is found medically unfit, his/her candidature will be cancelled and next qualified candidate will be substituted.
15. The panel to be formed, shall remain in force for two years from the date of publication of final result.


Chairman,

Selection Committee for LADCS, Jhargram

(District Judge & Chairman)

District Legal Services Authority, Jhargram

Chairman
District Legal Services Authority
Jhargram

Memo No: 1122 (5)/DLSA/JGM/2025

dated Jhargram, the 16th December- 2025.

Copy forwarded for information and necessary action towards publication of this notice through notice board to

- 1) The Learned Member Secretary, SLSA, W.B.
- 2) The District Magistrate, Jhargram;
- 3) The Superintendent of Police, Jhargram;
- 4) The District Informatics Officer, NIC, Jhargram. Please arrange to publish this notice on the website for wide circulation;
- 5) The System Officer, District Judges' Court, Jhargram. Please arrange to publish this notice on the website for wide circulation;

Chairman,

Selection Committee for LADCS, Jhargram

(District Judge & Chairman)

District Legal Services Authority, Jhargram.

Chairman
District Legal Services Authority
Jhargram



To

The Chairman,

Selection Committee for LADCS, Jhargram,

Office of the District Legal Services Authority, Jhargram,

ADR Building, District Judge's Court Compound, Jhargram,

PIN-721507

Photo

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

NAME OF THE POST APPLIED FOR*:

NAME OF THE APPLICANT*:

(IN BLOCK LETTERS ONLY)

NAME OF THE FATHER/HUSBAND*:

PRESENT ADDRESS*:

PERMANENT ADDRESS*:

CONTACT NO/MOBILE NO.*:

E-MAIL ADDRESS*:

DATE OF BIRTH*:

AGE AS ON 01.01.2025*:

AADHAR CARD NO.*

EPIC CARD NO,*:



Details of Computer Educational Qualification*: _____

Experience(if any): _____

List of the documents to be attached:

1. Self Attested Copy of Age Proof
2. Self Attested Copy of Address Proof
3. Self Attested Copy of Photo Identity Proof
4. Self Attested Copy of Nationality Proof
5. Self Attested Copy of Educational Qualification
6. 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.

(Full signature of the Applicant)

Date:

Place: