

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, HOOGHLY

NOTIFICATION NO.01/LADCS/24

DATED, THE 2ND DAY OF SEPTEMBER, 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), Hooghly is inviting application in 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, Hooghly. 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	02.09.2024 (from 10:00 A.M.)
Closing date and time for submission of application	09.09.2024 (till 05:00 P.M.)

* Application for each category of post must be submitted as per the enclosed proforma with Supporting documents in sealed envelope and written in bold on top of envelope "Application for the post of _____", physically at the drop box in the office of DLSA Hooghly on working days or by speed post only. 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 Chairman, District Legal Services Authority, Hooghly, ADR Centre, 6, T.C. Goswami Street, P.O.- Serampore, Pin- 712201, Hooghly. For any further details/ query, please contact on 033 2652-2220.

The date for interview/ skill test/ proficiency test for both categories of posts will be decided, fixed and conducted by the Selection Committee for LADCS, Hooghly shortly and to be notified after closing date of receiving applications, through the website <https://districts.ecourts.gov.in/india/wb/hooghly> 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 cannot apply for more than one post.
- * The Candidates must submit the proofs of Age, Address, Nationality, Educational Qualification, Computer Proficiency along with the application.
- * 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 Selection Committee for LADCS, Hooghly 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 Selection Committee for LADCS, Hooghly 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 Selection Committee for LADCS, Hooghly 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 Selection Committee for LADCS, Hooghly 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.



S. Jha
Chairman

Selection Committee for LADCS, Hooghly

To :
THE CHAIRMAN,
DISTRICT LEGAL SERVICES AUTHORITY, HOOGHLY
ADR CENTRE, 6, T.C. GOSWAMI STREET, SERAMPORE, HOOGHLY,
PIN - 712201

One recent passport
size photograph
duly signed by the
candidate to be
pasted here.

NAME OF THE POST APPLIED FOR* _____

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

1.	Full Name (in block letter)*	:	
2.	Name of the Father / Husband*	:	
3.	a) Date of Birth * b) Age (As on 01.01.2024)*	:	
4.	Sex (Male/Female)*	:	
5.	Nationality*	:	
6.	Caste*	:	
7.	Address (Present withPIN Code)*	:	
8.	Address (Permanent withPIN Code)*	:	
9.	Contact number *	:	
10.	Email Address (in block letter)*	:	
11.	Aadhaar No*	:	
12.	Educational Qualification* (attach self-attested supporting documents)	:	
13.	Details of Computer Application Qualification* (attach self-attested supporting documents)	:	
14.	Other Qualification (if any)	:	
15.	Experience (if any)	:	

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

Yours faithfully,

Date :

Place :

Enclosures :

Full Signature of the Applicant