



## OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, PURBA MEDINIPUR

Location: A.D.R. Centre, District Judge's Court, Tamluk, Purba Medinipur,  
Pin-721 636 Ph No.- 03228-266 268; Cell No. 8584859847; E-mail: [dlsapurbamedinipur2015@gmail.com](mailto:dlsapurbamedinipur2015@gmail.com)

### Recruitment of Human Resource for LADCS, Purba Medinipur

Notification No. 01/2024 / DLSA/Purba Medinipur at Tamluk Dated: 29.08.2024

## NOTICE

Date: 25.09.2024

It is hereby notified that those Accepted and Provisionally Accepted Applicants who would not receive the ADMIT CARDS by 29<sup>th</sup> September, 2024, would be able to approach the Office of the District Legal Services Authority (DLSA), Purba Medinipur on 30.09.2024 and 01.10.2024 in working hours along with relevant documents & recent photograph for issuance of duplicate ADMIT CARDS subject to verification.

- The manner of examination for the post of Office Assistant/ Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist) as decided by the Selection Committee for Human Resources in LADCS, Purba Medinipur is as follows:

The examination for the post of **Office Assistant/ Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist)** will be held in two phases:

**Phase-I** : Written Examination (50 marks)

The eligible candidates selected from the written examination will be called for the next phase of examination.

**Phase-II** : Skill Test (40 marks) & Interview- 10 marks

The final merit list will be prepared on the basis of the marks obtained in Skill Test and Interview.

- The manner of examination for the post of **Office Peon (Munshi/ Attendant)** as decided by the Selection Committee for Human Resources in LADCS, Purba Medinipur is as follows:

The examination for the post of Office Peon (Munshi/ Attendant) will be held in two phases:

**Phase-I** : Screening Test (M.C.Q)- 30 marks

The eligible candidates selected from the screening test will be called for the next phase of examination.

**Phase-II**: Proficiency Test & Interview- 20 marks (10 marks each)

The final merit list will be prepared on the basis of the marks obtained in Proficiency Test and Interview.

**For the Post of Office Assistant/ Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist):**

- a. Date of Written Examination: 04.10.2024
- b. Time: 01.00 p.m. to 02.00 p.m.
- c. Venue: DLSA Building, District Judge's Court Complex, Tamluk, Purba Medinipur, Abasbari, Pin- 721636.

**For the Post of Office Peon (Munshi/ Attendant):**

- a. Date of Screening Test: 04.10.2024
- b. Time: 03.00 p.m. to 03.30 p.m.
- c. Venue: DLSA Building, District Judge's Court Complex, Tamluk, Purba Medinipur, Abasbari, Pin- 721636.



Sd/-

(Subhajit Rakshit)

Secretary, DLSA, Purba Medinipur

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Convener, Selection Committee for Human Resources in  
LADCS, Purba Medinipur

**Secretary**  
**D. L. S. A.**  
**Purba Medinipur**