OFFICE OF DISTRICT LEGAL SERVICES AUTHORITY, KOLKATA
2 & 3 Kiran Sankar Roy Road, Kolkata-01

(Constituted under the Legal Services Authorities Act, 1987)

Empanelment Notification NO.1/DLSA/2025 dt. 12.11.2025

Inviting expression of willingness to volunteer as Adhikar Mitra (Para Legal Volunteer) without expectation of monetary gain and / or subsequent absorption.

District Legal Services Authority, Kolkata, after considering the present situation, invites applications from eligible and interested candidates for the engagement of **12(twelve) numbers of Para Legal Volunteers (Adhikar Mitra)** in terms of the National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010 (as amended) and as per the guidelines of the National Legal Services Authority (NALSA).

A. Eligibility Criteria:

1. The applicant must be a citizen of India and above 18 years of age.

2. Minimum educational qualification: Matriculation from any recognized Board with basic English knowledge.

3. Higher educational background **with good communication skill, working computer knowledge on office word, excel, power point, data handling will be given weightage.**

4. The applicant must be **physically and mentally fit, alert and possess a positive mindset to uphold law and justice.** The applicant should be inclined to assist the needy in the society; he/she must have compassion, empathy, and concern for the up-liftment of the marginalized and weaker sections of the society.

5. The applicant must not be involved in any criminal proceedings.

6. Last but not the least, he or she should not look into the monetary income which he or she will earn by becoming a PLV; at the end, it is the mental satisfaction which is the driving force to be a PLV for long run.

B. *Who can apply:*

1 Any retired Govt servants (like Teachers, Military Persons etc.)

2 Law Clerks;

3 Students including Law students (not after enrollment), MSW students;

4 Members of Non-political, Social service-oriented NGOs;

C. *Honorarium of PLVs/Adhikar Mitra:*

The work of PLVs does not carry any salary, remuneration or wages except honorarium at the rate of **Rs.750/- (Rupees Seven Hundred Fifty) per day,** if engaged by the office. **No Work, No Pay** Policy is Applicable here.

D. *How to Apply:*

The Steps Are: -

- After the fill up of the form, along with self-attested copies of documents, it must be submitted either in person or sent by speed post at the Office of the District Legal Services Authority, Kolkata. In both the cases, the duly filled up form, along with documents should be placed in an envelope by mentioning the heading as under ***"Empanelment Notification No.01/DLSAK/2025".***

- The postal address of the office is "To the Secretary, District Legal Services Authority, Kolkata, at **City Civil Court Building (8th Floor), 2 & 3, Kiran Sankar Roy Road, Kolkata-700001."**

- The application should be submitted or received by the Office on or before **18.12.2025 by 05:00 PM. The Office is working from 10:30 a.m. to 05:00 p.m in all Monday to Friday except Government Holidays, Saturday's & Sundays.**

- Application received or submitted after due date, will not be considered.

E. SELECTION PROCESS:

- Shortlisted candidates will be called for an interview which may also include a group discussion, working test on computer by the Selection Committee, presided over by the Ld. Chairman of District Legal Services Authority, Kolkata.

- The selection will be purely based on merit, considering their educational qualification, general knowledge, other relevant suitable skills, suitability to render voluntary services as Adhikar Mitra to the society in need. The decision of the Committee will be the final.

- The selected candidates will undergo a mandatory training before deployment into their service.

F. TERMINATION FROM THE EMPANELMENT:

mpanelment of any **Adhikar Mitra (PLV)** engaged in the office of DLSA, olkata, can be terminated at any time, without any prior notice in the llowing cases by the Secretary, DLSA, Kolkata with the approval of Ld. airman, DLSA, Kolkata:

a. He/ She substantially breaches any duty or service required in the office, or

b. Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or his friend or relative; or

c. Charged or Convicted for any offence by any court of law, or

d. indulges in any type of political activities; **or**

e. failure to attend training programmes of the required standards; **or**

f. indulges in any unlawful activities which is against the interest of DLSA; **or**

g. misusing his/her official position to secure some unwarranted advantages; **or**

h. remains absent for long without prior intimation; **or**

i. if otherwise gainfully employed.

Sd/- (Arpita Ghosh)
Secretary,
District Legal Services Authority, kolkata

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District Legal Services Authority, Kolkata

APPLICATION TO SERVE AS ADHIKAR MITRA

(PARA LEGAL VOLUNTEER)

Empanelment Notification No. 1/DLSAK/2025 dt. 12.11.2025

To
The Ld. Chairman,
District Legal Services Authority, West Bengal

Sl. No.	Subject	Reply
1.	Applicant's Name	
2.	Father/ Husband's Name	
3.	Date of Birth (Enclose document)	
4.	Gender	
5.	Aadhar No.	
6.	Permanent Residential Postal Address (Enclose Document)	
7.	Present Residential Postal Address (Enclose Document)	
8.	Mobile No.	
9.	Mail id	
10.	Whether previously engaged in any other service/NGO/ or any other field (details be mentioned with supporting document)	

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

Course	Name of Board/University	Year of Passing	Obtained Percentage
Matriculation			
Higher Qualification (if any)			
Computer Knowledge			
Any Other Qualification			

1. Whether any disciplinary case/criminal Case/ Complaint is/was filed Against the Applicant: **YES/NO**

   (If yes, specify details of both disposed & pending -with documents)

(Signature of applicant)
