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ಜಿಲ್ಲಾ ಕಾನೂನು ಸೇವಾ ಪ್ರಾಧಿಕಾರ

ಜಿಲ್ಲಾ ನ್ಯಾಯಾಲಯ ಆವರಣ, ನವನಗರ ಬಾಗಲಕೋಟ

DISTRICT LEGAL SERVICES AUTHORITY

District Court Complex, Navanagar, Baglakot.

सत्यमेव जयते

न्याय सब के लिए ACCESS TO JUSTICE FOR ALL

Telephone : 08354 -235876 E-mail: dlsabaglakot@gmail.com

ಸಂಖ್ಯ:ಜಿಕಾಸೇಪ್ರಾ:
No: DLSA :

ದಿನಾಂಕ: 25.09.2024.
Date :

Sub: Selection of Office Assistants/Clerks, Office Peon on purely temporary basis on monthly salary.

Ref: NALSA-Legal Aid Defense Counsel Modified Scheme-2022.

It is hereby notified that under the provisions of NALSA- Legal Aid Defense Counsel Modified Scheme-2022 read to above under reference, the District Legal Services Authority, Bagalkot invites applications in the prescribed proforma (enclosed thereof) from eligible candidates for selection of Office Assistants/Clerks, Office Peon to the "Legal Aid Defense Counsel System". **The selection is purely on temporary basis initially for a period of 06 months on purely temporary basis on monthly salary with a stipulation of extension subject to satisfactory performance.**

The Last date fixed for register / submits the Applications on or before 5.30 p.m. on 03-10-2024 before the Member Secretary, District Legal Services Authority, ADR Building District Court Premises, Bagalkot during office hours.

The qualifications for the aforesaid Human Resources as per the Legal Aid Defense Counsel Modified Scheme-2022 are as under :

S. N	Name of the Posts	No. Posts	Minimum Qualification
1	Office Assistants/Clerks	02	● Graduation from any recognized University under UGC. ● Basic word processing skills and the ability to operate computer and skills to feed data ● Good typing skill with proper page settings. ● Ability to take diction and prepare files for presentation in the Courts ● File maintenance and processing knowledge.
2	Office Peon	02	● SSLC Passed from recognized institution

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- **Work profiles of the aforesaid Human Resources are as under :**

a) Office Assistant :

1) Keeping updated record of legal aided cases.

Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions.

2) Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.

3) Typing applications, petitions, appeals etc.

4) Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.

5) Any other task assigned by the Chief Legal aid Defense Counsel.

6) Any work/duty assigned by Legal Services Authority.

7) All duties assigned to Receptionist cum Data Entry Operator.

b) Office Peon :

- General work of peon.
- Cleaning the office before the commencement of office hours.
- Ensuring that all places in the office are kept clean.
- Bringing and serving water, beverages to the visitors in the office.
- Carrying dak, miscellaneous work etc.
- Any other work assigned by Legal Services Authority.

- **Salary:**

The salary of **Rs. 19,695/-** per month for Office Assistants/Clerks.

The salary of **Rs. 15,884/-** per month for Office Peon.

- **Term /Termination of Service:**

Services of any Human Resources engaged in the office of Legal Aid Defense Counsel can be terminated at any time without any prior notice to the cases as mentioned in the guidelines, by the chairman DLSA on recommendation of the Secretary, DLSA or on directions by SLSA in writing.

25/9/24

(Sri N.V. Vijay)
Prl. District & Sessions Judge & Chairman,
District Legal Services Authority, Bagalkot

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Copy submitted to:

- All the Courts of Bagalkot unit, with a request to put up on the Notice Board of the respective Courts.
- The President, Advocate Bar Association, Bagalkot /Banahatti /Jamkhandi /Mudhol/ Bilagi/Hunagund/Badami/Kerur/Guledgudd/Ilkal with a request to circulate through the Advocate Members of Bar Association.
- Assistant Director, information and public relations, Bagalkot
- Notice Board of DLSA Office, Bagalkot
  Office Copy.

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APPLICATION FOR THE POST OF **OFFICE ASSISTANT/CLERK, OFFICE PEON** IN LEGAL AID DEFENSE COUNSEL OFFICE.

Name of the District:

Post applied :

PHOTO WITH SIGNATURE

1	Applicant's Name	:	
2	Father/Husband's Name	:	
3	Date of Birth	:	
4	Age (as on 01.09.2024)	:	
5	Gender Male/Female/Transgender	:	
6	Nationality	:	
7	Caste /Category/Community (Attach documents)	:	
8	Religion	:	
9	Mother Tongue	:	
10	Languages Known	:	
1	Residential Address	:	
12	Contact Details :	:	
	a. Mobile No.	:	
	b. Telephone No.	:	
	c. E-mail ID	:	
13	PAN No.	:	
14	AADHAR No.	:	
15	Marital Status	:	**Married ☐ Unmarried ☐**
16	Other Work Experience if any	:	

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

Educational Qualification	Name of Board/ University	Year of Passing	Obtained Percentage (aggregate)
SSLC			
PUC			
Degree			
Any other Extra qualifications/activities (if any)			
Typing Education			
Computer Education			

18	Whether the applicant ever debarred/disqualified or found ineligible for candidature in any examination process of any public services conducted by any Public Authority? If so, furnish details.	:	
19	Whether he/she is compulsorily retired, removed or dismissed from any services in Government/Statuary Body/Local Authority? If so, furnish details.	:	
20	Whether the applicant is ever prosecuted or convicted and sentenced in any criminal cases or whether appearing before any criminal court in respect of any criminal cases/FIR pending against? If so, furnish particulars regarding the same.	:	
21	Whether the candidate is employed with State/Central/Public Sector/Private Sector or any other Job or assignment etc., if ever employed as such, to furnish particulars as to whether his/her services is terminated while in service. If yes, furnish the details	:	

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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 fulfill the eligibility conditions for the category to which I am seeking engagement. I declare that I have never been penalized by any Court/Authority in any case/disciplinary proceedings. I also undertake to maintain absolute integrity and discipline as required thereunder. I agree with the remuneration structure and all the terms and conditions notified by KSLSA/DLSA concerned.

Place:_____

Date:_____

Signature of the applicant