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ಜಿಲ್ಲಾ ಕಾನೂನು ಸೇವೆಗಳ ಪ್ರಾಧಿಕಾರ

ಎ.ಡಿ.ಆರ್. ಕಟ್ಟಡ, ದಿವಾಣಿ ನ್ಯಾಯಾಲಯಗಳ ಆವರಣ, ಪಿ.ಬಿ. ರಸ್ತೆ, ಧಾರವಾಡ - 580 001.

DISTRICT LEGAL SERVICES AUTHORITY
ADR BUILDING, CIVIL COURTS PREMISES, P.B. ROAD, DHARWAD - 580 001.

ಸಂಖ್ಯೆ: ಜಿಕಾಸೇಪ್ರಾಧಾ:

No.: DLSADwd : 1220/2023

ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿಗಳವರ ಕಾರ್ಯಾಲಯ

Office of the Member Secretary
ದಿನಾಂಕ:21-11-2023

Sub: Selection of Office Assistants/Clerks, Receptionist cum Data Entry Operator (Typist) & Office Peon on purely temporary basis on monthly salary.

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

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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, Dharwad invites applications in the prescribed proforma (enclosed thereof) from eligible candidates for selection of Office Assistants/Clerks, Receptionist cum Data Entry Operator (Typist) & 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 05-12-2023 before the Member Secretary, District Legal Services Authority, ADR Building Civil Court Premises, Dharwad 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	01	➤ Any Graduation (Computer & Typing Knowledge)
2	Receptionist cum Data Entry Operator (Typist)	01	➤ Any Graduation (Computer & Typing Knowledge)
3	Office Peon	01	➤ SSLC Pass



1. Work profiles of the aforesaid Human Resources are as under :

a) Office Assistant :

- 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.
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
- Typing applications, petitions, appeals etc.
- Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.
- Any other task assigned by the Chief Legal aid Defense Counsel.
- Any work/duty assigned by Legal Services Authority.
- All duties assigned to Receptionist cum Data Entry Operator.

b) Receptionist cum Data Entry Operator :

- Greeting clients and visitors and answering visitor inquiries.
- Answering and routing incoming calls on a multiline telephone system.
- Scheduling and routing legal aid seekers.
- Maintaining the waiting area, lobby or other office areas.
- Scanning, photocopying, faxing.
- Collecting and routing mail and hand-delivered packages.
- Answering face-to-face enquiries and providing information when required.
- Uploading, at the initial point, legal aided cases on NALSA portal and other platforms and updating the information from time to time.
- Any work/duty assigned by Legal Services Authority.

c) 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.

1	Office Assistant	7
2	Receptionist cum Data Entry Operator	3
3	Office Peon	3

- Carrying dak, miscellaneous work etc.
- Any other work assigned by Legal Services Authority.

2. Salary:

The salary of Rs. 19,000/- per month for Office Assistants/Clerks.

The salary of Rs.17,271/- per month for Receptionist cum-Data Entry Operator (Typist).

The salary of Rs. 15,202/- per month for Office Peon.

3. Term /Termination of Service:

The above selection is purely **on temporary basis for a period of 6 months** and it can be terminated at any time, without any prior notice.

 21/11/23

(K.G. Shanthi)

**Prl. District & Sessions Judge & Chairman,
District Legal Services Authority, Dharwad**

Copy submitted to:

- 1) All the Courts of Dharwad City, with a request to put up on the Notice Board of the respective Courts.
- 2) The President, Advocate Bar Association, Dharwad, Hubballi, Kundgol, Navalgund & Kalaghatagi.
- 3) Notice Board of DLSA Office/LADC's office Dharwad.
- 4) Office of the TLSC's of Hubballi, Kundgol, Navalgund & Kalaghatagi.
- 5) Senior Assistant Director, information and public relations, Dharwad
- 6) Office Copy.

**“APPLICATION FOR THE POST OF OFFICE ASSISTANT/CLERK,
RECEPTIONIST-cum-DATA ENTRY OPERATOR, DALAYATH in
Legal Aid Defense Counsel System”**

District Legal Services Authority, Dharwad

PHOTO

Name of the applicant	
Name of the his/her Father/Husband	
Date of Birth and Age	
Gender	
Postal Address	
Educational Qualifications	
Mobile No.	
E-mail ID	

Place :

Date:

Signature