



# ಜಿಲ್ಲಾ ಕಾನೂನು ಸೇವೆಗಳ ಪ್ರಾಧಿಕಾರ

ಜಿಲ್ಲಾ ನ್ಯಾಯಾಲಯಗಳ ಸಂಕೀರ್ಣ, ಎ.ಡಿ.ಆರ್. ಕಟ್ಟಡ, ಹುಬ್ಬಳ್ಳಿ ರೋಡ್, ಗದಗ - 582103

## DISTRICT LEGAL SERVICES AUTHORITY

District Court Campus, ADR Building, Hubballi Road, Gadag-582103

Tel. No.08372-232534

Email-dlsa.gadag1@gmail.com



ಸಂಖ್ಯೆ: ಜಿ ಕಾ ಸೇ ಪ್ರಾ : 630/2023

Dtd:29-11-2023

No. DLSA:

### Notification

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

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

Sl.No	Name of the Posts	No. of Posts	Minimum Qualification	Salary
1.	Office Assistants/Clerks	01	Any Graduation (Computer & Typing Knowledge)	Rs.19,000/- (As per Legal Aid Defense Counsel Modified Scheme-2022)
2.	Receptionist cum Data Entry Operator (Typist)	01	Any Graduation (Computer & Typing Knowledge)	Rs.17,271/- (As per Minimum wages fixed by Labour Department, Government of Karnataka)
3.	Office Peon	01	SSLC Pass	Rs.15,202/- (As per Minimum wages fixed by Labour Department, Government of Karnataka)

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

The applications completed in all respects accompanied by self attested copies of relevant academic records, testimonials etc. shall reach the **Member Secretary, District Legal Services Authority, ADR Building, District Court Premises, Gadag**, on or before **11.12.2023 at 05-30 pm**.

Applications sent through post shall be superscribed as **“APPLICATION FOR THE POST OF OFFICE ASSISTANT / RECEPTIONIST CUM DATA ENTRY OPERATOR / OFFICE PEON”**.



Applications received beyond the date so fixed will be rejected.

Authority reserves its right to reject incomplete applications or applications for want of furnishing full information as per the notification or if it is found that the information furnished are false.

*Basavaraj* 29/11/23  
(Basavaraj)

Prl. District & Sessions Judge & Chairman,  
District Legal Services Authority, Gadag

Copy Submitted to :

- 1) Prl. District and Sessions Court, Gadag.
- 2) The President, District Bar Association, Gadag.
- 3) Notice Board of DLSA Office.
- 4) Office of the TLSC's Ron, Laxmeshwar, Mundaragi, Nargund.
- 5) Office Copy.

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

Name of the District:

**PHOTO**

Name of the Applicant	
Name of the his/her Father/Husband	
Date of Birth and Age	
Gender	
Postal address	
Educational Qualifications	
Mobile No	
Email ID	

Place:

Date

Signature