



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, PURBA MEDINIPUR

Location: A.D.R. Centre, District Judge's Court, Tamluk, Purba Medinipur,
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Notification for recruitment of Human Resource for LADCS, Purba Medinipur

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

Physical applications are invited from eligible Indian Citizens in the prescribed format for preparation of panel to fill up the vacancies as mentioned in letter no. 1981 (10) SLSA-21/2022 Dated 13.08.2024 by SLSA, West Bengal, in different categories of posts in respect of the LADCS Office, Purba Medinipur. The details of the vacancies, honorarium are described herein below.

1) Vacancies : (Contractual/ Temporary)

- Office Assistant/ Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist) (1 post).
- Office Peon (Munshi/ Attendant) (1 post).

The contractual persons shall not claim or shall not be entitled to any claim to regular Government positions or to Govt. pay, allowances or perquisites. The payments would be made as **Honorarium and not as Salary**.

2) Eligible age as on 01.01.2024:

18-40 years (Age relaxation as per Rules of the Government of West Bengal)

3) Details of Posts :

Name of contractual Posts for LADCS	No. of Posts	Monthly Honorarium (Not salary or pay)	Qualification	Age as on 01.01.2024
Office Assistant/ Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist)	01	Rs.18,000/-	<ul style="list-style-type: none">GraduationBasic Word processing skills and ability to operate computerTyping Speed 40 WPMAbility to take dictation and enter dataFile maintenance and processing knowledgeExcellent verbal and written communication skillsWord processing abilities andThe ability to work on telecommunication system (Telephones, Xerox machine switch boards etc.)	18-40 years (Age relaxation as per Rules of the Govt. of West Bengal)
Office Peon (Munshi/ Attendant)	01	Rs.13,750/-	Matriculation or equivalent	18-40 years (Age relaxation as per Rules of the Govt. of West Bengal)

4) Period of appointment: Initially for one year and may be extended further, subject to satisfactory performance.

5) Candidates must have knowledge of Bengali language (reading & writing).



6) **Mode of examination:** Interview/ Skill test/ proficiency test as per discretion of selection committee.

7) Modalities of examination will be intimated to the candidates in their respective admit cards.

8) **Important Dates:**

Date of Notification	29-08-2024
Last date for submission of application in the Drop Box of the Office of DLSA, Purba Medinipur	05-09-2024 (at 05.00 p.m.)

No applications will be received after scheduled time and date.

9. For further announcement, all concerned are requested to follow the **NOTICE BOARD** of the Office of the District Legal Services Authority (DLSA), Purba Medinipur at Tamluk and official website of Purba Medinipur District Judgeship(purbamedinipur.dcourts.gov.in).

(Priyabrata Datta)

Chairman, DLSA, Purba Medinipur

-cum-

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

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

FORMAT OF APPLICATION

Affix self-
attested recent
passport size
photograph here

1. **Application for the Post of** :
(Please mention the name of
the post as per NOTIFICATION)

2. **Name in full (in Block letters)** :

3. **Father's / Husband's Name** :

4. **Permanent Address (in Block letters)** :
including
Contact number & E-mail ID

5. **Address for correspondence** :

6. **Category (General/ SC/ ST/ OBC/ others):**

7. **Date of Birth** : (Date: Month: Year :)
(Self Attested copy of proof of age to be attached)

Age as on : 01/01/2024

8. **Nationality** :

9. **Educational Qualification in chronological order:**
(Self attested documentary proof to be furnished)

Name of the Examination Passed	Year of Passing	Name of the Board/ University	Subject/ Stream studied

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10. Professional / Technical Qualifications (if any) :
[as per requirement]

11. Any other information relevant :

Note: (Self-attested Photocopies of all documents including AADHAR Card & VOTER ID, --- along with one (1) Self Addressed Envelope mentioned with (i) Name of the Candidate, (ii) S/o/ M/o/ D/o/ H/o, (iii) Full Address with Vill./Town, P.O., P.S., Sub-Division, Dist., Pin Code, (iv) Contact No. --- and two(2) Passport Size recent Photographs to be submitted along with the Application i.e. one - pasted on the top and the other one- enclosed in the Self Addressed Envelope).

DECLARATION & CERTIFICATE

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage during or after selection process.

Place :

Full Signature of the Candidate with Date

Date:

Name of the Candidate: