

District Legal Services Authority, Vaishali at Hajipur.

E-mail- dsa_vaishali@yahoo.com

Advertisement No.-01/LADCS/2024

Dated 20th day of Sep., 2024.

Notice No. 1 Applications are invited from Indian citizens having sound mental & Physical health and good character through District Employment Exchange on the terms and conditions mentioned in Modified LADCS Scheme, 2022 from the eligible candidates having requisite qualifications for the contractual full time engagement for the posts of **Office Assistant, Receptionist-cum-Data Entry Operator (Typist) and Office peon for Legal Aid Defense Counsel System, DLSA, Vaishali at Hajipur.**

1. Post & other details

Name of Post	Number of Vacancy (Contractual Basis)	Monthly remuneration/honorarium as fixed by Hon'ble the Executive Chairman, BSLSA
Office Assistant	03	Rs. 20,000/- per month
Receptionist- cum - Data-Entry Operator (Typist)	01	Rs. 19,000/- per month
Office peon	03	Rs. 13,000/- per month

2. Qualifications for Office Assistant :-

- Educational Qualification : Graduation
- Basic word processing skills and the ability to operate computer and skills to feed data
- Good typing speed with proper setting of petition
- Ability to take dictation and prepare files for presentation in the Courts
- File maintenance and processing knowledge.

❖ Qualification for Receptionist- cum -Data-Entry Operator :-

- Educational Qualification : Graduation
- Excellent verbal and written communication skills
- Word and data processing abilities
- The ability to work telecommunication systems (telephones, fax machines, switchboards etc).
- Proficiency with good typing speed.

❖ For Office Peon

- Matric Pass
- **Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances with the approval of the Executive Chairman SLSA.**



3. **Age Limit :-**

A. For Office Assistant and Receptionist-cum-Data Entry Operator (Typist) :-			
Sl. No.	Category	Minimum Age (in years)	Maximum Age (In years)
1	Un-reserved (Male)	21	37
2	Un-reserved (Female)	21	40
3	Backward Class and Extremely Backward Class (Male)	21	40
4	Un-reserved, Backward class and Extremely Backward Class (Female)	21	40
5	Schedule Caste and Schedule Tribe (Male & Female)	21	42
B. For Office Peon- Minimum Age is 18 years and Maximum age is same as per Column 3A			

4. **Selection Process** The selection shall be subject to final approval by the Executive Chairman, BSLSA, Patna. After approval by the Executive Chairman, BSLSA, Patna engagement contract shall be executed between the Secretary, DLSA and the person so engaged. The performance of every human resource shall be assessed every six month by BSLSA, Patna in consultation with DLSA, Vaishali. The decision of Executive Chairman, BSLSA, Patna shall be final.

5. **Examination Fee** :- No examination fee required.

6. **General Instructions** :-

- The application for each post must be duly filed in Hindi/English language (**application form क and ख**) alongwith **self attested** copies of the documents/ certificates related to their age, education, caste and having any special knowledge and one envelope with applicant's full address in which stamp ticket of Rs. 22 pasted and it should be addressed to the **Secretary, District Legal Services Authority, Civil Court, Vaishali at Hajipur by registered post or speed post within Fifteen (15) days from the publishing the advertisement by concerned authority**. Any application received after due date and official working hours shall not be considered. It is mandatory to mention the **Name of the post for which application is made on the envelope**. All candidates are required to fill a declaration [Form "A"] relating to criminal case, if instituted against the applicant.
- The application form may be downloaded from official website of Civil Court, Vaishali at Hajipur (**vaishali.dcourts.gov.in/ecourtsvaishali**), or can be obtained from the notice board of DLSA, Vaishali at Hajipur. Any corrigendum/addendum to the Advertisement, if made in future shall be treated to be part of the advertisement. The candidates are advised to keep regularly visiting the website of the Civil Court, Vaishali at Hajipur for details and updates regarding interview and other relevant information.

- **If a candidate applied for more than one post separate applications are to be filled for post of Office Assistant , Receptionist-cum-Data Entry Operator (Typist) and Office Peon**
- Merely fulfilling the minimum prescribed educational qualification, is not guarantee that the applicant will be called for examination or interview. The authority has reserved the right to reject the application without assigning any classification
- **No claim of the contractual persons to regular Government positions or to Government Pay, allowances or perquisites shall be entertained in any case. The payments are not to be considered as salary.**
- It is mandatory for candidates to register with local employment exchange (except such candidates, who are already in government/semi government service.)
- Canvassing of any sort at any stage shall result in cancellation of the candidature.

A handwritten signature in blue ink, consisting of stylized, cursive letters that appear to be 'S' and 'K' or similar, located at the bottom center of the page.

जिला विधिक सेवा प्राधिकार, वैशाली

आवेदन पत्र का प्रारूप-1(क)

आवेदन पत्र निम्नलिखित प्रपत्र में निर्बंधित डाक से जमा करें
विज्ञापन संख्या - 01/24 DLSA For LADCS

पदनाम.....(एक पद के लिए एक ही आवेदन जमा करें)

जिला नियोजन निबंधन सं०.....

01. आवेदन का नाम :

क. हिन्दी में.....

ख. अंग्रेजी में (बड़े अक्षरों में).....

02. पिता/पति का नाम.....

03. जन्म तिथि :.....

(प्रमाण पत्र की स्व-अभिप्रमाणित प्रति संलग्न करें)

04. दिनांक :- 01.08.24 को आवेदक / आवेदिका की आयु.....

श्रेणी :

05. स्थायी पता (पिन कोड के

साथ).....

06. पत्राचार का पता (पिन कोड के

साथ).....

07. मोबाईल नंबर.....

08. ईमेल आईडी, यदि कोई हो.....

09. राष्ट्रीयता.....

10. शैक्षणिक एवं व्यावसायिक योग्यताएं (प्रमाण पत्र की स्व-अभिप्रमाणित प्रति संलग्न करें):

परीक्षा उत्तीर्ण	बोर्ड/वि विद्यालय का नाम	उत्तीर्ण होने को वर्ष	अंक प्रतिशत	वर्ग /श्रेणी
मैट्रिक				
इंटर				
स्नातक				
अन्य कोई योग्यता				

11. विशेष योग्यता, यदि कोई हो (प्रमाण पत्र संलग्न करें).....

12. लिंग (कृपया स्पष्ट करें):-

13. क्या निःशक्त है? हाँ.....नहीं.....

14. क्या वर्तमान में किसी सरकारी संस्थान/निगम में कार्यरत हैं (हाँ/नहीं)

यदि हाँ, तो (उक्त संस्थान का अनापत्ति प्रमाण पत्र संलग्न करें) :-

घोषणा पत्र

मैं प्रमाणित करता/करती हूँ कि इस आवेदन में मेरे द्वारा दी गई विवरणी मेरी जानकारी एवं विश्वास के अनुसार सही है। यह भी प्रमाणित किया जाता है कि न तो मेरे विरुद्ध कोई आपराधिक वाद लंबित है और न ही मुझे किसी न्यायालय द्वारा दंडित किया गया है और न ही किसी नैतिक दुराचार से संबंधित किसी वाद में संलिप्त या संबंधित हूँ। मैं अवगत हूँ कि मेरे द्वारा उपर्युक्त किसी भी सूचना के गलत पाये जाने पर मेरी अभ्यर्थिता चयन के किसी भी स्तर पर रद्द की जा सकती है। मुझे परीक्षा में साक्षात्कार उपस्थिति से प्रतिबंधित किया जा सकता है। मैं यह भी जानता/जानती हूँ कि गलत या असत्य सूचना के आधार पर इन नियमों के अन्तर्गत मेरी नियुक्ति होती है तो मेरी नियुक्ति समाप्त/रद्द कर दी जाएगी और मेरे विरुद्ध आपराधिक/दाण्डिक कानूनों के तहत अभियोजन की प्रक्रिया प्रारंभ की जा सकती है।

दिनांक :

स्थान :

आवेदक का हस्ताक्षर



प्रवेश-पत्र (ख)

जिला विधिक सेवा प्राधिकार, हाजीपुर, वैशाली।

विज्ञापन संख्या - 01/24 DLSA For LADCS

क्रमांक संख्या :

(कार्यालय द्वारा भरा जायेगा)

(अभ्यर्थी द्वारा भरा जायेगा)

1. आवेदक का नाम :

2. पिता/पति का नाम :

3. पत्राचार का पता :

.....

.....

4. साक्षात्कार का स्थान/केन्द्र :

(कार्यालय द्वारा भरा जायेगा)

5. साक्षात्कार की तिथि :

(कार्यालय द्वारा भरा जायेगा)

दिनांक :

फोटो चिपकायें

सचिव,

जिला विधिक सेवा प्राधिकार,

हाजीपुर, वैशाली।

FORM A

I.....declare that there is.....
criminal case Instituted or pending against me.

(Strike off 'No' if any
criminal case is
pending and give the
details of such cases
in the tabular form as
under)

Case No	Penal provisions	Stage pending/Disposed of (Result)	Remarks, if any

Signature of Applicant

