OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, SOUTH 24 PARGANAS

Notification for recruitment of Human Resource for LADC, Office , South 24 Parganas

Notification no. 01/DLSA/South 24 Parganas/2024 Dated. 16.08.2024 , Physical applications are invited from eligible Indian Citizen in the prescribed proforma for preparation of panel to fill up the vacancies as mentioned in notification no. 1981(10)SLSA-21/2022 Dated. 13.08.2024 by SLSA, West Bengal, in different categories of posts in respect of the LADC Office, South 24 Parganas. The details of the vacancies, scale of pay are described in the above notification.

1) **Vacancies:**

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

The engagement is on contractual basis

2) **Eligible age:**

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

3) **Essential Qualification:**
For the post of Office Assistant/ Clerk-cum-Receptionist-cum-Data Entry Operator (Typist).

- **Graduation**
- **Basic word processing skills and ability to operate computer**
- **Typist speed 40WPM**
- **Ability to take dictation and enter data**
- **File maintenance and processing knowledge**
- **Excellent verbal and written communication skills**
- **Word processing abilities and**
- **The ability to work on telecommunication system (Telephones Xerox machine switch boards etc.)**

For the post of Office Peon (Munshi/ Attendant

- **Matriculation or equivalent**

4) **Mode of Examination :**
Interview/ Skill test / proficiency test
Application fee: NIL

5) **The Application must be submitted physically from 20.08.2024 at 10.00 AM. The last date of submission of application form is 30.08.2024 at 5.00 PM.**
No applications will be received after scheduled time and date.

Secretary
District Legal Services Authority
South 24 Parganas

Secretary
District Legal Services Authority
South 24-Parganas

Format for Application

Notification No. : .....

Post Applied for : .....
(Contractual basis)

Affix self-attested recent passport size photograph here with duly signature

1. Name in full (in Block letters):.....
2. Father's/Husband's Name: .....
3. Permanent Address including:.....
   Contact number & e-mail I.D .....
   .....
4. Address for correspondence:.....
   .....
5. (a) Date of Birth :..... Date :..... Month:..... Year : .....

   (Attested copy of proof of age to be attached)

   (b) Age as on .....: 01/01/2024
6. Whether SC/ST/OBC/GEN : .....

   (If SC/ST/OBC, documentary proof to be furnished)
7. Nationality : .....
8. (a) Educational Qualifications in chronological order beginning from SSC(10th Onwards):

   (documentary proof to be furnished with self attested)

Name of the Examination Passed	Year of Passing	Name of the Board/University	Sub studied	Division/% of marks obtained

Continued page -2

b) Professional/Technical Qualifications(If any):

Name of the Examination Passed	Year of Passing	Details of Course	Board / University	Subject Studied	Division/ % of marks obtained

9) Any other information relevant:

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. Further, I understand that this position is contractual basis, if it is found after my appointment at the Centre that the particulars furnished by me are incorrect or suppressed, my services are liable to be terminated without any notice.

Place.....Signature of the Candidate.....

Date.....Name.....