**Office of the District Judge**
**cum**
**The Chairman, District Legal Services Authority, Malda**

Notification for Recruitment of different categories of post of contractual staff in the District Legal Services Authority, Malda, West Bengal.

Employment Notification No. 1521/DLSA/2021 Dated 14.09.2021

**Contractual Staff Recruitment Examination, 2021 for the District Legal Services Authority, Malda.**

Application from the eligible Indian Citizens in the following prescribed format are invited for preparation of separate panels to fill up the existing vacancies of temporary and contractual staff of the District Legal Services Authority, Malda, as mentioned below.

The examination /test of all categories of posts will be held on the same date at the same time at Malda, which shall be fixed and conducted by the Recruitment Committee constituted for this purpose, in due course of time.

The applications are to be addressed to "The Chairman, District Legal Services Authority, Malda, P.O. & District Malda Pin-732101. Any application is liable to be canceled for not furnishing any necessary particulars/document and for any sort of defect in filling up the application form and also for any error/omission to follow the instruction stated therein after.

Details of Vacancies, Scales of pay, Application Fees, Eligibility Criteria, Mode of Examination and Instructions are given below:

- **Details of Vacancies and Remuneration :-**

**1) Lower Division Assistant- cum- Accountant-cum-Officer Master:** The total vacancy for the post is 1 (one) and the consolidated remuneration for the post is Rs. 13,500/- ( Rs. Thirteen Thousand Five Hundred only ), along with yearly increment at the rate of 3 percent.

**2) Lower Division Assistant-cum- Cashier:**The total vacancy for the post is 1 (one) and the consolidated remuneration for the post is Rs. 13,500/- ( Rs. Thirteen Thousand Five Hundred only ), along with yearly increment at the rate of 3 percent.

**3) Group-D:** The total vacancy for the post is 1 (one) and the consolidated remuneration for the post is Rs. 12,000/- ( Rs. Twelve Thousand only ), along with yearly increment at the rate of 3 percent.

- **Age Limit.**

The age limit of the candidates shall not be less than 18 years and shall not be more than 37 years as on 01.01.2021.

- **Eligibility Criteria**

A) For the post of Lower Division Assistant- cum- Accountant-cum-Officer Master and Lower Division Assistant-cum- Cashier(Educational Qualification Higher Secondary having knowledge in computer and printer operation ). The candidate must have passed from any recognized school or college and must have obtained a certificate/diploma in computer training from a recognized institute with the ability of typing on computer at the speed of at least 20 words per minute in English.

B) Group-D( Educational Qualification -VIII passed). Candidate must have passed class VIII from any recognized school.

- **Mode of Examination**

1) **For the post of Lower Division Assistant- cum- Accountant-cum-Office Master and Lower Division Assistant-cum- Cashier**:- The examination shall be conducted in two parts as explained hereunder:-

Part -I: The candidates shall have to appear in a written examination consisting conventional questions on subjects such as general knowledge ( 20 marks), mathematics (20 marks) and general English including paragraph writing ( 40 marks). The question paper would be set in English language and the total marks for the written examination will be 80. The duration of the examination will be 1 (one) hour. The standard of the written examination shall be similar to Madhyamik or Secondary Education.

Part-II: On the basis of the result of the written examination a number of candidates shall be selected according to merit and shall be called for personality test/viva-voce- which will include computer test. The total marks for the personality test will be 20.

The total marks of the examination will be 100. On the basis of the total marks obtained in the written examination and personality test, a final panel will be prepared according to merit.

2) **For Group-D Post**: The examination shall be conducted in two parts as explained hereunder:-

Part-I: The candidates shall have to appear in a written examination consisting of questions on subjects like simple Arithmetics (25 marks), General Knowledge (25 marks) and English (30 marks), the standard of which will be of class VI. The total marks for the written examination will be 80 and the question paper will be set in English.

Part-II: On the basis of the result of the written examination a number of candidates shall be selected according to merit and shall be called for personality test/viva-voce. The total marks for the personality test will be 20.

The total marks of the examination will be 100. On the basis of the total marks obtained in the written examination and personality test, a final panel will be prepared, according to merit.

- **Application fees**

| Post | Application fee |
|---|---|
| Lower Division Assistant- cum- Accountant-cum-Officer Master | Rs. 300/- |
| Lower Division Assistant-cum- Cashier | Rs. 300/- |
| Group-D | Rs. 200/- |

The applicants are directed to deposit their respective application fees in SB account no. 40084182686, IFSC Code no. SBIN0000129, of State Bank of India, Malda, in the name of '**Dist Legal Service Authority**' directly. It is made clear that the application fees as mentioned above does not include bank charges. The candidates are instructed to write his/her full name in the depositor column while filling the bank deposit slip and the applicants should file the counter foil of the original bank deposit slip along with the application. The bank charge, if any, shall be borne by the applicant if the fee is deposited in any bank other than State Bank of India, Malda. The application fee is not refundable.

- **General Instructions :-**

1. Applications will be received on and from the date of publication of the advertisement. The last date of receiving filled up applications is 15.11.2021. **No application shall be entertained after 5.00 PM of 15.11.2021 under any circumstance, irrespective of the date of dispatch of the application.**
2. Two passport size recent coloured photographs duly signed by the candidates should be pasted in the respective places in the application form and on the admit card.
3. The candidates must put their full signatures at the bottom of the application forms.

4. The candidate must submit a self attested testimonial of his/her educational qualification along with the application, as per the eligibility criteria reflected above.

5. **The application, by Speed Post, by Ordinary Post, by Registered Post(with or without A/D) or by any Courier Service in closed envelopes, mentioning the name of the post applied for and the name of the candidate, on the envelope must reach the office of the Chairman, District Legal Services Authority, Malda, within the date and time mentioned above. The applications may also be dropped at the respective container/box which will be placed at the office of the District Legal Services Authority, Malda.**

6. One Self -addressed envelope of the size of 25 cm X 11 cm with requisite postal stamp affixed thereon should accompany the application.

7. Defective/incomplete/unsigned application and application submitted without requisite fees and not according to format will summarily be rejected.

8. Admit cards containing venue, date and time of examination/test and other relevant informations, will be sent by post, to those candidates whose applications will be in order in all respect. Candidates called for the examination/test shall be required to appear at their own expenses.

9. Admission to the test/examination will be deemed provisional, subject to verification and determination of the eligibility criteria of the candidates. If at any stage, a candidate is found to be ineligible for the tests in any respect, his/her candidature will be canceled without assigning any reason.

10. A candidate furnishing incorrect or false particulars or suppressing materials information, will be disqualified and if appointed, shall be liable for dismissal from service.

11. In case of any dispute, the matter shall be referred to the District Legal Services Authority Recruitment Committee.

12. The Candidates already in service under Govt./Public Sector undertaking and within the prescribed age limit must submit their applications through proper channel with "no objection certificate" of the authority concerned.

13. The Panel to be formed on the basis of the examination shall remain in force for one year from the date of finalization of the panel.

Rashid Alam

Chairman,
District Legal Services Authority, Malda

APPLICATION FORMAT

Employment Notification No._____ Dated, Malda_____

POST APPLIED FOR_____

Affix Recent
Signed

Passport Sized

Photograph

To
The Chairman,
District Legal Services Authority,
Malda, P.O.- & Dist. Malda.
Pin-732101

Sir,

I beg to apply for the post of _____ in the District Legal Services Authority, Malda and the following are my particulars:

1. Full Name (in block letters) :

2. Name of Father/Husband :

3. Date of Birth :

4.Sex (Male/Female) :

5. Nationality :

6. Religion :

7. Address( Permanent) with Tel. No. :

8.Address( Present) with Tel. No. :

9. Whether belongs to SC/ST/OBC-A OBC-B/ E.C. (Give attested copy of supporting documents ) :

10. Physically Handicapped(say yes/no) (Give attested copy supporting documents) :

Contd....P/2

11. Educational Qualification :
(Give attested copy of supporting documents)

| Examinations Passed | Year of passing | Board/University | Total Marks obtained | Percentage of Marks |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |

12. Do you have any knowledge in Computer Operation/Typing ? If so, give details. (Give attested copy of supporting documents) :

13. Do you know manual Type-Writing If so, give details(Give attested copy of supporting documents) :

14. Are you a Govt. Servant- Yes/No If so, give details. :

16. Are you a Ex-serviceman- Yes/No If so, give details. :

17. Other Qualifications, if any (Give attested copy of supporting documents) :

18. Please state the No. Date and amount of Bank Challan.

| Challan No./Transaction ID No. | Date | Amount |
|---|---|---|
| | | |

Declaration

I, hereby declare that. (a) all the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature will be liable to be canceled, (b) {only for Government Servants} I have obtained "no objection" certificate from my Authority in writing [Strike out (b), if not applicable].

Dated:

Yours faithfully,

Place :

Enclo:

# ADMIT CARD

Staff Recruitment Examination 2021.

District Legal Services Authority, Malda.

Affix Recent
Signed

Passport Sized

Photograph

(For Office use)

Roll No.: Date of Examination:

Time of Examination:

Venue:

(To be filled up by the candidate)

1) Name of the Candidate (in Block Letter) :

2) Father's/Husband's Name :

3) Address :

Date:

Signature of the Chairman,
District Legal Services Authority, Malda.