



**Office of the Chairman,
District Legal Services Authority
District Judge's Office, Cooch-Bihar**

Memo. No. 165 / DLSA,

Dated, Cooch-Bihar, the 3rd December, 2012

EMPLOYMENT NOTICE

(On contractual salary structure purely on temporary basis)

Applications are invited from the Indian citizens in the following prescribed format, for preparation of a panel for filling up of the vacancies on contractual salary structure purely on temporary basis in the Office of the Chairman, District Legal Services Authorities, Cooch-Bihar and office of the different Sub-divisional Legal Services Committees of the district of Cooch-Bihar.

This employment notice is issued in compliance with the State Legal Services Authority, West Bengal Letter No. 2267(19)/SLSA-161/98, Dated, 02-11-2012 and No. 3353(19)/SLSA-161/98, Dated, 23-11-2012.

Required Staff for the office of the District Legal Services Authority :

- a) **One L.D. Assistant-cum-Accountant-cum-Office Master** (Computer knowing)
- Consolidated Pay of Rs. 8,000/-
- b) **One Stenographer** (Computer knowing) - Consolidated Pay of Rs. 8,000/-
- c) **One L.D. Assistant-cum-Cashier** (Computer knowing) - Consolidated Pay of Rs. 7,500/-
- d) **One L.D. Assistant** (Computer Knowing) - Consolidated Pay of Rs. 7,500/-
- e) **Two Group – D Staff** - Consolidated Pay of Rs. 5,000/-

Required Staff for the office of the Sub-Divisional Legal Services Committees :

- a) **One L.D. Assistant as Secretary-cum-Accountant** (Computer Knowing)
- Consolidated Pay of Rs. 8,000/-
- b) **One L.D. Assistant-cum-Cashier** (Computer knowing)
- Consolidated Pay of Rs. 7,500/-
- c) **One Group – D Staff** - Consolidated Pay of Rs. 5,000/-

Minimum Qualification :

- (a) **Stenographer :** (**Educational Qualification** – Higher Secondary having Diploma / Certificate in Stenography and also having knowledge in Computer and Printer operation)
- (b) **L.D.A. :** (**Educational Qualification** – Higher Secondary having knowledge in Computer and Printer operation).
- (c) **Group- D :** (**Educational Qualification** – VIII Passed)

Age Limit : 18 to 37 years, as on 19-10-2012.

Mode of Selection :

Written examination covering English, Mathematics, General Knowledge etc. followed by oral interview and personality test for Stenographer and L.D.A.

Mode of Selection for Group – D Staff :

Written test to examine handwriting and minimum conception in simple Arithmetic and English.

Eligible candidates may submit typed / printed application on plain paper addressed to the Chairman, District Legal Services Authority, District Judge's Office, Cooch-Bihar **within 5:00 p.m. on or before 18th December, 2012**. No application will be entertained after the last date.

The application must contain the following information :

- 1) Name of the Post :
- 2) Name of the applicant *(In block letters)* :
- 3) Father's / Husband Name :
- 4) Address : (a) Present address :
(b) Permanent address :
- 5) Date of birth in Christian era
(Attach attested supporting documents) :
- 6) Actual age as on 19-10-2012 :
(i) Years (ii) Months (iii) Days
- 7) Educational Qualification *(Attach attested supporting documents)*
- 8) Have you any knowledge in Computer *(Attach attested supporting documents)* :
- 9) Have you knowledge in Short-hand *(Attach attested supporting documents)*
- 10) Are you a Govt. Servant ? If Yes, give details.
- 11) Whether belongs to S.C/ S.T/ O.B.C. etc. *(Attach attested supporting documents)*
- 12) Contact (Telephone / Mobile) No. if any .
- 13) Other qualifications, if any ? :

Paste here Recent
Passport size
Colour
Photograph duly
signed by the
candidate

Declaration

I do 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 is liable to be cancelled. (b) *Only for candidates, service under Government* : I have obtained "No objection" certificate from my Appointing Authority in writing. [Strike out the portion (b), if not applicable.]

Place :
Date :

(Full Signature of the Candidate)

(To be enclosed with the application form in a separate sheet)

ADMIT CARD

(For Office Use)

Roll Number :
Date of Examination
Time of Examination
Venue of Examination :

Paste here Recent
Passport size
Colour
Photograph duly
signed by the
candidate

(To be filled up by the Candidate)

- (1) Name of the applicant *(In block letters)* :
- (2) Father's / Husband Name :
- (3) Address : (a) Present address :
(b) Permanent address :

[Signature] . 4.12.12.
.....
Signature and date with stamp of the
Chairman of the District Legal Services Authority

Admit cards containing Venue, Date and Time of the Test will be sent to the candidates by post.

The District Legal Services Authority reserves the right to make a short Waiting List of successful candidates. The List thus formed shall remain effective for a period of one year from the date of its formation.

In case of any dispute, the decision of the District Judge –cum- Chairman, District Legal Services Authority,, Cooch-Bihar, shall stand final.

The duly filled in application with the full signature of the applicant accompanied by the attested copies of essential testimonials along with one self addressed envelope with stamp of Rs. 5/- affixed on it in a closed envelope should reach to the office of the Chairman, District Legal Services Authority, District Judge's Office, P.o.& Dist : Cooch-Bihar, Pin- 736101 (W.B) positively within 18 12-2012.

[Signature] . 4.12.12.
District Judge and Chairman
District Legal Services Authority
Cooch-Bihar