

DISTRICT LEGAL SERVICES AUTHORITY SOUTH GOA, MARGAO

No. DLSA/MAR/LADC-STAFF/ADVT/2024/566

Dated:18.03.2024



DETAILED ADVERTISEMENT FOR THE POST OF ADDITIONAL STAFF FOR LADCs OF DISTRICT LEGAL SERVICES AUTHORITY, SOUTH GOA, MARGAO

The District Legal Services Authority, South Goa, Margao, invites applications in the prescribed format **for the post of 1-Office Assistant, 1-Receptionist-cum-Data Entry Operator and 1-Peon for LADCs** in District Legal Services Authority, South Goa, Margao, purely on contract basis. The details of the post are as under:

Sr. No.	Name of the Post	No. of Posts	Qualification	Honorarium
1.	Office Assistant/ Clerks	01	i. Educational Qualification: Graduation ii. Basic word processing skills and the ability to operate computer and skills to feed data. iii. Good Typing speed with proper setting of petition. iv. Ability to take dictation and prepare files for presentation in the Courts v. File maintenance and processing knowledge.	Rs. 20,000/- per month
2.	Receptionist-cum- Data Entry Operator	01	i. Educational Qualification: Graduation ii. Excellent verbal and written communication skills. iii. Word and data processing abilities. iv. The ability to work telecommunication systems (telephones, fax machines, switchboards etc.) v. Proficiency with good typing speed.	Rs. 17,000/- per month
3.	Peon	01	Educational qualification: SSC Desirable: Knowledge of Konkani	Rs. 12,000/- per month

AGE: Not exceeding 45 years.

The copies of the Certificates in respect of Educational Qualifications, Birth and Photo identity proof, duly self-attested i.e. certifying that the Certificate is True Copy of the original shall be submitted to this Office of the District Legal Services Authority, South Goa, Margao, so as to reach on or before **20.04.2024**, during the office hours. The application shall bear a passport size photograph affixed in the box prescribed in the format and shall also be self-attested. The original educational qualification certificates and other documents are required to be produced at the time of the interview for verification of the Committee.

The duly filled applications along with the required documents shall be submitted to the Hon'ble Chairman, District Legal Services Authority, South Goa, Margao.

The applications/documents received after the prescribed date, not in the prescribed format/incomplete and/or without the relevant documents, as mentioned above, shall be rejected summarily.

No interim inquiry shall be entertained.

Canvassing in any form shall disqualify the candidate.

Note:- The application accepted/rejected and the date of interview will be displayed on the Notice Board and on the Official Website <https://dcsgoa.dcourts.gov.in/> of the District & Sessions Court, South Goa, Margao, tentatively at the end of April, 2024.

No separate call letters/intimation will be sent to the candidate/s.

Margao Goa

Dated:18.03.2024



(Irshad Agha)

Chairman

District Legal Services Authority,
South Goa, Margao

Af/-

APPLICATION FORMAT

(For the Selection of Addl. Staff for LADCs in District Legal Services Authority, South Goa, Margao)

Recent Passport
size
Photograph duly
self-attested.

Dated:-

To,
The Hon'ble Chairman
District Legal Services Authority,
South Goa,
Annexed to District & Sessions
Court Building
MARGAO.

Sub: Application for the selection of

1. Full Name : _____
2. Father's/Husband's Name : _____
3. Full Residential Address : _____
4. Nationality : _____
5. Male/Female : _____
6. Date of Birth : _____
7. Contact Number and e-mail ID : _____
8. Language known : _____

9. If working Profession : _____

10.

Sr.No.	Qualification	Class/Grade	Percentage
i)	S.S.C.E.		
ii)	H.S.S.C.		
iii)	Graduation		
iv)	Post Graduation		
v)	Typing in English () Words per minute		
vi)	Knowledge of Computer		

11. Experience, if any : _____

Applicant's Signature with date.

Note:

The Candidate shall type the relevant details in the format itself and remove the printout by downloading the above format and after the same is duly signed submit the same to District Legal Services Authority, South Goa, Margao along with the self attested documents. The appointment of advertised posts shall be purely on the Contract basis.



DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature is liable to be cancelled. I have read and understood the instructions and terms of the engagement and agree to abide by those. I declare that I fulfill the eligibility conditions for the category to which I am seeking engagement. I declare that I have never been penalised by any Authority. I also undertake to maintain absolute integrity and discipline as required there under. I agree with the remuneration structure and all the terms and conditions notified by SLSA/DLSA concerned.

(Name & Signature)

Place:_____

Date:_____