

Sub : **Calling applications for the following Posts/s on Contract basis.**

Reg: Karnataka State Legal Services Authority Rules (compendium) and Karnataka Gazette Extraordinary Notification dated 04.03.2013.

It is hereby Notified that under the rules stated supra in the reference and subject, District Legal Services Authority, Kalaburagi invites applications in the prescribed Proforma ( enclosed thereof) from the eligible candidates for the **post/s of Office Assistants(One post), Office Peon (One Post)** on purely Contract basis for a period of 06 months.

The Last date fixed for registering / submitting the Applications is 15.06.2022 and the applicants will have to submit their Applications in the prescribed **PROFORM ( Enclosed separately) on or before 5:30 P.M. of 30.06.2022** before the **Member Secretary, District Legal Services Authority, Kalaburagi New Building of District Legal Services Authority (ADR) Kalaburagi during office hours only.**

The Application have been called to fill up the following post/s purely on contract basis for a period of 06 months on monthly salary. On satisfactory services of 06 months, the services can be extended further period on contract basis only.

| Sl. No. | Posts to be filed on contract Basis | No. of Posts | Qualifications  | Salary                         |
|---------|-------------------------------------|--------------|---|--------------------------------|
| 1.      | Office Assistants / Clerks          | One (1)      | <ol style="list-style-type: none"> <li>1. Should have passed Typing Exams both in Kannada and English</li> <li>2. Educational qualification - Graduation ( B.Com Preferable )</li> <li>3. Typing Speed of 40 WPM</li> <li>4. Should be able to maintain Accounts, consolidated statements attending to works of NALSA / KLSA / DLSA/ TLC and Auditing of Office Accouts.</li> <li>5. Ability to maintain all office work including e-mails, fax machines, printer etc.</li> <li><b>6. Computer knowledge is a must.</b> Preference will be given to candidates with knowledge of Stenography/ Shorthand.</li> </ol> | Rs. 12,000/- to 20,000 /- each |
| 2.      | Office Peon                         | One (1)      | <ol style="list-style-type: none"> <li>1. Should be presentable</li> <li>3. Active, should attend to banks ( Miscellaneous Works )</li> <li>4. Cleaning the Office Premises, etc.,</li> </ol>   | Rs. 10,000/- to 15,000/-       |

**Note: Reasonable relaxation of qualification will be given with the approval of Hon'ble Chairman, DLSA, Kalaburagi.**

**\* Persons involved in any Criminal or Civil cases are not eligible.**

**Entitlement of Leave :**

The above staff shall be eligible for 12 days leave in a calender year on pro-rata basis

**Terms / Terminations of Services:**

The above posts are on **purely contract basis for the period of 06 months** and the services of the said staff / appointees to the above post can be terminated at any time without prior notice.

Sd/-

By the Orders of Hon'ble  
Principal District and Sessions Judge  
and Chairman, DLSA, Kalaburagi.

Sd/-

Senior Civil Judge & Member Secretary  
District Legal Services Authority,  
Kalaburagi.

**Copy submitted to :-**

1. All the courts of Kalaburagi City with a request to affix on the notice board of respective courts.
2. Notice Board of DLSA Office, Kalaburagi.
3. Office Copy.
4. Website of District Court Kalaburagi.

**PROFORMA**

**Post of which Applied for** \_\_\_\_\_.

| Sl. No. | RELEVANT DETAILS / PROFILE  |  |
|---------|---|--|
| 1.      | NAME OF THE CANDIDATE   |  |
| 2.      | NAME OF THE FATHER / HUSBAND/<br>GAURDIAN                           |  |
| 3.      | AGE/ DATE OF BIRTH OF THE<br>CANDIDATE                              |  |
| 4.      | EDUCATION QUALIFICATION   |  |
| 5.      | OTHER QUALIFICATIONS<br>(TYPING / SHORTHAND/<br>COMPUTER KNOWLEDGE) |  |
| 6.      | WORK EXPERIENCE IF ANY  |  |
| 7.      | PERMANENT ADDRESS WITH<br>MOBILE NUMBER                             |  |
| 8.      | PRESENT ADDRESS WITH MOBILE<br>NUMBER / E-MAIL                      |  |
| 9.      | ANY OTHER INFORMATION   |  |

**Enclose xerox copies of relevant documents only.**

**DELARATION**

**I, Sri/ Smt./ Kum..... Son/ Daughter/ Wife of  
..... do hereby state that the information provided supra are  
true to the best of my knowledge and information and belief.**

**( Name in Capital Letters)  
Signature of the candidate**