

**OFFICE OF KARNATAKA STATE LEGAL SERVICES AUTHORITY,
"NYAYA DEGULA", 1ST FLOOR, H. SIDDIHAH ROAD, BANGALORE-560-027.**

NOTIFICATION

No. 09/ADM/2021, Bangalore.

Dated:01.03.2021

**CALLING FOR ONLINE APPLICATION FOR 01 POST OF PROJECT
CONSULTANT, 02 POSTS OF PROJECT COORDINATOR AND 02
POSTS OF PROJECT ASSISTANTS**

LAST DATE FOR RECEIPT OF ONLINE APPLICATIONS:31.03.2021

Online applications in the prescribed format appended hereto are invited from the persons willing to be appointed as Project Consultant, Project Coordinators and Project Assistants.

(I) Qualification for the post of Project Consultant:-

Master's Degree in Management/MBA/Social Work/ Public Administration/Economics/Political Science/Sociology etc., or a Degree in Law and having at least 6 years of experience preferably with proven track record in project planning and implementation together with knowledge in Computer Application including MS Office.

Upper Age limit: Shall not have completed 35 years as on the date of application.

Job Profile:

- (i) Support and assist the Member Secretary of SLSA in planning, coordination, execution and monitoring of the activities/programmes of SLSA.



- (ii) Identify and coordinate with governmental and non-governmental agencies/institutes who are working for the similar target groups under Legal Services Authorities.
- (iii) Assist the Member Secretary, SLSA in liaising with concerned State and Local government bodies and institutions on a regular basis.
- (iv) Design projects for the implementation of specific NALSA Schemes.
- (v) Coordination of implementation activities at the level of SLSA, District Legal Services Authorities (hereinafter referred to as DLSAs) and Taluka Legal Services Committees (hereinafter referred to as TLSCs).
- (vi) Design methods for systematic monitoring & evaluation of the above mentioned projects.
- (vii) Undertake field visits to track the progress made in the implementation of programmes of SLSA.
- (viii) To prepare report/Scheme to be submitted on behalf of KSLSA as directed by NALSA, Hon'ble High Court or Hon'ble Executive Chairman or Member Secretary of KSLSA.
- (ix) To prepare Plan of Action/Methodology /Project in improving the working system of KSLSA/DLSAs/TLSCs/PLAs.
- (x) Any other task as assigned by the Member Secretary, KSLSA.

Honorarium: Upto Rs.60,000/- per month (all inclusive)
No. of Post(s): One post at KSLSA, Bengaluru
Tenure: Initially for 6 months, to be extended up to 2 years on satisfactory performance.

(II) Qualification for the post of Project Co-ordinator:-

Master's Degree in Management /MBA /Social Work/ Public Administration/Economics/Political Science/Sociology etc., or a Degree in Law and having at least 4 years of experience in project planning and

implementation together with knowledge of Computer Application including M.S. Office (Excel, Powerpoint, Word etc.,)

Upper Age Limit: Shall not have completed 30 years as on the date of application.

Job Profile:-

- (i) Planning and execution of the schemes/activities taken up by the DLSA (s) in the Legal Services camps including projection of financial requirements in consultation with the Secretary of the respective DLSA.
- (ii) Identifying and coordinating with governmental and non-governmental agencies/institutes who are working for the similar target groups so as to facilitate the public in resolving their grievances.
- (iii) To prepare plans relating to awareness and publicity programmes so as to promulgate the schemes of NALSA to large number of masses throughout the respective districts and submit the same to the concerned DLSA Secretaries.
- (iv) Coordination of implementation activities at the level of District Legal Services Authorities and Taluka Legal Services Committees under the supervision of respective DLSA Secretaries.
- (v) To suggest the requirement of PLVs and Panel Lawyers required for implementation of the schemes of NALSA and ensuring that the services of all the PLVs and Panel Lawyers are utilized to the fullest extent possible.
- (vi) To plan and report to the DLSA Secretaries, Schedules for periodic training of the PLVs for implementation of the schemes of various programme and ensure that the said PLVs are equipped with the required knowledge to carry out the said schemes.

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- (vii) To ensure that all the Legal Services Clinics opened in the respective district under the Project Coordinator are functioning properly and that all the needs of the said clinics are fulfilled with the help of the Secretary, DLSA.
- (viii) To supervise and monitor the work of the PLVs as well as, all others working with the coordinators for the smooth running of the activities/schemes in the respective districts assigned to them.
- (ix) Undertake field visits to track the progress made in the implementation of all programmes.
- (x) To ensure that all periodic reports (Monthly/Quarterly/Half yearly, Annually) are submitted within the time prescribed to the SLSA/NALSA.
- (xi) To prepare plan of action and also to prepare report about the status of the activities/schemes being implemented by the DLSAs/TLSCs.
- (xii) Any other task as assigned by the Member Secretary, KSLSA.

Honorarium: Upto Rs.45,000/- per month (all inclusive)

No. of Post(s): Two Posts - To coordinate with all District Legal Services Authorities or as per the directions of KSLSA.

Tenure: Initially for 6 months, to be extended up to 2 years on satisfactory performance.

(III) Qualification for the post of Project Assistant:-

Degree in any subject with 2 years experience and knowledge of MS Office (Excel, Power Point, Word etc).

Upper Age limit: shall not have completed 27 years as on the date of application.

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Job Profile:-

- (i) Provide secretarial assistance to the Project Consultant/Coordinator in preparation of the documents, guidelines and follow up on all activities.
- (ii) Maintain up-to-date records of all expenditures, prepare disbursement reports for all activities and administrative expenditures.
- (iii) Drafting routine correspondences, making and responding to routine verbal/written enquiries, collating and organizing the data and information related to programmes.
- (iv) Data entering and maintenance of records including operational and logistic support for implementation of programme activities including organizing meetings and workshops and coordination of day to day activities.
- (v) Provide back-up secretarial support for all the activities of KLSA including assisting in making travel, logistic arrangements, supervision of ancillary staff etc.
- (vi) Assist Project Consultant/Coordinator in handling of emails, sending and receiving messages on electronic or other means of communication and organize and systemize documentation and reference material including classifying and sorting important papers, locating new reference materials as required, filing relevant papers etc.,
- (vii) Aid the Project Coordinator in formulating plans and policies for planning, implementation, supervising and controlling the execution of the activities/schemes formulated by NALSA.
- (viii) Provide reports and information relating to various issues on instructions given by the Project Coordinator.

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- (ix) To suggest innovative idea in improving the working system of office of KSLSA and Computerization of all branches by creating new application.
- (x) Any other task as assigned by Member Secretary of the KSLSA or by the Project Consultant/Project coordinator.

Honorarium: Upto Rs.30,000/- per month (all inclusive)

No. of Post(s): Two Posts – One post each to coordinate with 15 District Legal Services Authorities or as per the directions of KSLSA.

Tenure: Initially for 6 months, to be extended up to 2 years on satisfactory performance.

The suitability of the candidates for all the above posts will be tested by holding viva voce in respect of the candidates who are chosen by the selection Committee at the ratio 1:10.

The online applications complete in all respects accompanied by relevant academic records, testimonials etc., to support to have required qualification shall be scanned and uploaded in the website “www.kslsa.kar.nic.in”

The last date to submit online application for the appointment as Project Consultant/Project Coordinator/Project Assistant is **31.03.2021.**

Applications received beyond the date so fixed, will not be considered.

Authority reserves its right to reject incomplete applications or applications for want of furnishing full information or not supported by

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necessary documents, as per the notification or if it is found that the information furnished are false or for any other reason which may be considered just and reasonable.

If the last date fixed for receipt of the online applications happen to be a General Holiday, the next working day shall be the last date for receipt of applications.

BY ORDER

 
01/03/2021
(H. Shashidhara Shetty)
Member Secretary

