

**OFFICE OF THE CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY, CUTTACK**

**DISTRICT COURT CAMPUS**

***WALK-IN-INTERVIEW***

A Walk –in-Interview will be conducted on **25.01.2020** from **10.00 a.m. onwards** in the Office of District Legal Services Authority, District Court Campus, Cuttack for engagement of One Office Assistant to be ordinarily posted in the office of Legal Aid Defense Counsel System on **Short Term Contract basis initially for a period of one year**. Interested candidates may attend the interview with the original testimonials by reporting latest by **9.00 a.m.** Interested candidates have to submit their application in the prescribed proforma so as to reach the undersigned latest by **5.00 P.M. of 24.01.2020**.

**Name of the Post : Office Assistant**

**No. of Vacancies : 01 (One)**

**Qualification :** 1. Educational Qualification – Graduation  
2. Basic word processing skills and the ability to operate computer  
3. Typing speed of 40 WPM  
4. Ability to take dictation and entering Data

**Work Profiles :**

1. Keeping updated record of legal aided cases.
2. Uploading the updated record/progress of the legal aid cases on NALSA portal.
3. Maintaining Complete files of legal aided cases and keeping files with proper index in a systematic manner.
4. Typing bail applications, petitions etc.
5. Doing ministerial work related to cases such as filling applications for copies of orders, judgment etc.
6. Any other task assigned by the Chief Legal Aid Defense Counsel.
7. Any work/duty assigned by Legal Services Authority.

**Job Types:** Full time & Contractual initially for a period of One year.

**Salary :** Rs. 15,000/- (per month)

This Authority reserves to cancel the engagement at any point of time without assigning any reason thereof.

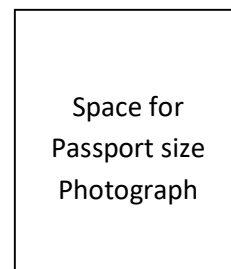
For details visit District Court Website

<http://ecourts.gov.in/odisha/cuttackdc>.

**Sd/-**  
**Chairman**  
**District Legal Services Authority, Cuttack**  
**20.01.2020**

## FORMAT OF APPLICATION

1. Name of the Candidate :  
(in BLOCK LETTERS)
2. Father/Husband's Name :
3. Sex (Male/Female) :
4. Marital Status (Married/Unmarried) :
5. Religion :
6. Permanent Address :
7. Present Address :
  
8. Proof of Education Qualification (Graduation):  
(Enclose copy of Graduation Certificates)
  
9. Proof of Computer Application Qualification :  
(Enclose copy of Computer Application Certificates)
  
10. Mobile No./Tel. Phone No. & E. Mail ID ( if any) :



### DECLARATION

I do hereby solemnly affirm and declare that the above mentioned information is true & correct to the best of my knowledge and belief and I have not concealed anything which on revelation would disqualify me from my engagement in the Office of the District Legal Services Authority.

**Date :**

**Place :**

**SIGNATURE OF THE CANDIDATE**