

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, BURDWAN

Memo No. 18/D.L.S.A/13 dated 09-01-2013

Applications are invited (in the given format) from the citizens of India having eligibility for selection of the following posts purely on contractual and temporary basis for the office of District Legal Services Authority, Burdwan and four S.D.L.S.Cs. under D.L.S.A, Burdwan in pursuance of the directions and guide lines of the S.L.S.A. West Bengal

1. L.D.A.cum Accountant cum-Office Master (Computer knowing)- 1 (one).
2. L.D.A.as Secretary-cum-Accountant (Computer Knowing) – 1 (one).
3. L.D.A.-cum-Cashier (Computer Knowing) -5 (five).
4. L.D.A. (computer Knowing) 1 (one)
5. Stenographer (Computer Knowing) -1 (one)..
6. Group D - 6 (six).

Eligibility for the post of L.D.A

1. Candidate must be a citizen of India
2. Educational qualification – H.S. or equivalent having knowledge in computer and printer operation (diploma or certificate in computer operation must be submitted with the application)
3. Age Limit - 18 to 37 years as on 19-10-2012.

Mode of Selection

Written examination on the same day covering 1) Translation : English to Bengali, 2) Bengali to English, 3) Framing of sentences, 4) Arithmetic : specially of percentage of calculation, 5) Test in computer operation. Total marks – 100 (20+20+20+20+20) and tenure of examination will be 2 hours. Candidates who will be successful in written examination will be called for interview/personality test for preparation of panel.

PAY

For the post of L.D.A.-cum-Accountant-cum Office Master and L.D.A as secretary-cum-Accountant consolidated pay is Rs.8,000/- per month.

For the post of L.D.A.-cum-cashier and L.D.A. consolidated pay is Rs.7,500/- per month

Disqualification

If the candidate has pending criminal case touching moral turpitude

Eligibility for the post of Stenographer

4. Candidate must be a citizen of India
5. Educational qualification – H.S. Or equivalent having diploma and certificate in stenography and also having knowledge in computer and printer operation (certificate in stenography and diploma or certificate in computer operation must be submitted with the application)
6. Age Limit - 18 to 37 years as on 19-10-2012.

Mode of Selection

Written examination on the same day covering 1) Translation : English to Bengali, 2) Framing of sentences, 3) stenography test 4) Test in computer operation. Total marks – 100 (20+20+40+20) and tenure of examination will be 2 hours. Candidates who will be successful in written examination will be called for interview/personality test for preparation of panel.

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PAY

Consolidated pay of Rs.8,000/- per month

Disqualification

If the candidate has pending criminal case touching moral turpitude

Eligibility for the post of Group-D

7. Candidate must be a citizen of India
8. Educational qualification – Class-VIII passed
9. Age Limit - 18 to 37 years as on 19-10-2012.

Mode of Selection

Hand writing test on dictation both in English and Bengali, Arithmetic test only up to class-VIII standard. Total marks -50 (20+20+10) and tenure of examination will be 1.00 hour.

Candidates who will be successful in written examination will be called for interview for preparation of panel.

PAY

Consolidated pay of Rs.5,000/- per month

Disqualification

If the candidate has pending criminal case touching moral turpitude.

The appointment of the selected candidate will be on purely temporary and contractual basis and it is subject to approval of the State Legal Services Authority, West Bengal

There will be no reservation in any category of posts as the proposed appointment is absolutely on temporary and contractual basis.

The applications from the eligible candidates will be received by the office of the D.L.S.A., Burdwan and four S.D.L.S.Cs at Asansol, Kalna, Durgapur and Katwa till 4.00 p.m. on 28-01-2013 .

The date of written examination for selection of different posts on contractual and temporary basis and the procedure for collection of admit cards will be notified on 11-02-2013 and will also be available in www.bardhaman.govt.in/www.bardhaman.nic.in

The employment notice will also be available in www.bardhaman.govt.in/www.bardhaman.nic.in

Sd/- A.Kar

Chairman

D.L.S.A., Burdwan

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, BJURDWAN

Memo No. 18(11)/D.L.S.A./13 dated 09-01-2013

Copy forwarded for information with a request to display the notice in notice board.

- 1 The District Magistrate, Burdwan
- 2 The Chairman, Sub-divisional Legal Services Committee, Asansol/Kalna/Durgapur/Katwa.
- 3 The Sub-divisional Officer, Burdwan, Asansol/Kalna/Durgapur/Katwa.
- 4 The Secretary, D.L.S.A., Burdwan
- 5 The D.I.O., Burdwan with a request to publish the notice in the website in www.bardhaman.govt.in/www.bardhaman.nic.in

Chairman

D.L.S.A., Burdwan

Application format

Self attested passport size photograph of the candidate

**To
The chairman,
D.L.S.A, Burdwan**

- 1 Name of the candidate :
- 2 Father's/husband's name :
- 3 Application for the post of :
- 4 Educational qualification (document must be enclosed) :
- 5 Date of birth (Age proof document must be enclosed) :
- 6 Name of institute/school from where the candidate obtained certificate/diploma in computer operation (copy of certificate/diploma must be enclosed) :
- 7 Whether he/she is a citizen of India :
- 8 Address of the candidate :
- 9 Whether any criminal case is pending against the candidate touching moral turpitude :
- 10 Signature of the candidate with date :

ADMIT CARD

Ref : Memo No.18/D.L.S.A./13 dated 09-01-2013

Selection for the post of L.D.A./ Stenographer/ Group-D

Roll No. :

Date of written examination :

Venue of written examination :

Self attested passport size photograph of the candidate

Signature of the Chairman
D.L.S.A., Burdwan