



DISTRICT LEGAL SERVICES AUTHORITY, UDHAGAMANDALAM, THE NILGIRIS

No.02/LADCS/2023

Date: 5th June 2023

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF STAFF IN LEGAL AID DEFENCE COUNSEL OFFICE

Applications are invited from eligible candidates from Nilgiris District having requisite qualifications for contractual full-time engagement for the below posts as per scheme in this district proposed herein.

S.No	Name of the Post	Vacancy	Salary per month (in Rupees)
1	Office Assistants/Clerks	02	15,000/-
2	Receptionist cum Data Entry Operator (Typist)	01	15,000/-
3	Office Peon (Attendant)	01	12,000/-

Eligibility & Qualification:

1. Office Assistant / Clerks:

- Must be local resident of Nilgiris District
- Graduation of any degree
- Basic word processing skills and the ability to operate computer and skills to feed data
- Good Typing speed with proper setting of petition
- Ability to take dictation and prepare files for presentation in the Courts.
- File Maintenance and processing Knowledge

2. Receptionist cum Data Entry Operator:

- Must be local resident of Nilgiris District
- Graduation of any degree.
- Excellent verbal and communication skills
- Word and data processing abilities
- The ability to work telecommunication systems (telephones, switchboards etc.)
- Proficiency with good typing speed.

3. Office Peon:

- Must be local resident of Nilgiris District
- Ability to read and write
- Ability in cleaning and to do hospitality related works.

HOW TO APPLY:

The Standard form of application is available in the Nilgiris e-court website <https://districts.ecourts.gov.in/the-nilgiris/> shall be used for applying the post along with two number of passport size photographs and the applicants shall enclose self-attested photocopies of educational qualification along with address proofs.

SUBMISSION OF APPLICATION

The duly filled application in the prescribed format along with self-attested copy of certificates and all other supportive documents should be submitted in person or by post **on or before 16.06.2023, 5.00 PM** to the following address:

THE SECRETARY,
DISTRICT LEGAL SERVICES AUTHORITY,
ADR BUILDING, COMBINED COURT BUILDINGS,
UDHAGAMANDALAM, THE NILGIRIS 643006

- Superscribe the envelope as “Application for the post of in LADCS in DLSA, Nilgiris”
- The applicant should submit the contact number in their applications for further required communication, if any
- Incomplete application will be rejected without assigning any reasons.
- No application will be entertained after the last date fixed.
- Applying for engagement does not create any right/assurance whatsoever.
- The date of interview/skill test will be intimated through district court website only.
- For all relevant guidelines and work profiles refer district court website.

sd/-

Chairman/District Judge,
District Legal Services Authority,
Udhagamandalam, The Nilgiris

Date: 05.06.2023

Place: Udhagamandalam

Copy to

1. System Analyst, District Court for publishing in District Courts Website
2. The Public Relations Officer, Udhagamandalam for publishing in District Website
3. Notice Board of DLSA, Udhagamandalam
4. All Courts Notice Boards
5. The Chairman, Taluk Legal Services Committee, Coonoor, Gudalur, Kotagiri and Pandalur
6. The President, Bar Association, Udhagamandalam, Coonoor, Gudalur and Kotagiri