

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
UTTAR DINAJPUR AT RAIGANJ.**

No. 56/DLSA/UD/2020

Dated: 06/03/2020

Applications are invited from the eligible candidates in the prescribed format for preparation of panel to fill up the existing vacancy to the post of **LD Assistant-cum- Office Master -cum- Accountant (Computer Knowing) for the District Legal Services Authority, Uttar Dinajpur** and to the posts of **L.D Assistant as Secretary-cum-Accountant (Computer Knowing) and Group-‘D’ for the Sub-Divisional Legal Services Committee (SDLSC), Islampur, Uttar Dinajpur on contractual basis.** The post of **L.D Assistant as Secretary-cum-Accountant (Computer Knowing) for the SDLSC, Islampur, Uttar Dinajpur** is to be filled up from amongst eligible acid attack survivors.

The contractual employee to be appointed shall continue to be in engagement up to the age of 60 years as implemented by the Memorandum No. 1107-F(P) dated Howrah, the 25th February, 2016 of Government of West Bengal, Finance Department, Audit Branch. Engagement of such employee shall not be terminated except as prescribed in the Memorandum No. 9008-F(P), dated 16.09.2011 of Government of West Bengal, Finance Department, Audit Branch.

Name of post.	No. of vacancy	Contractual consolidated emoluments.	Educational qualification	Other qualification.	Category
LD Assistant-cum-Office Master -cum- Accountant (Computer Knowing) for the D.L.S.A, Uttar Dinajpur at Raiganj	01 (Contractual)	Rs. 13,500/- per month	H.S. Pass	Knowledge of computer, Internet & printer operation.	N/A
L.D Assistant as Secretary-cum-Accountant (Computer Knowing) for the S.D.L.S.C., Islampur.	01 (Contractual)	Rs. 13,500/- per month	H.S. Pass	Knowledge of computer, Internet & printer operation.	Eligible acid attack survivors
Group-‘D’ for the S.D.L.S.C., Islampur, Uttar Dinajpur	01 (Contractual)	Rs. 12,000/- per month	VIII Pass		N/A

Eligible Age: Not less than 18 years and not more than 40 years as on 01.03.2020.

Examination fee: Not required.

Last Date of receiving the Application: The application must be submitted in a closed envelope in the 'Drop Box' at District Legal Services Authority, ADR Centre (Ground floor), District Court complex, Raiganj, Uttar Dinajpur within **04:30 p.m. on or before 07.04.2020**

Mode of Examination:

1) For LD Assistant-cum- Office Master -cum- Accountant (Computer Knowing) and L.D Assistant as Secretary-cum-Accountant (Computer Knowing): The examination shall consist of written examination covering English, Arithmetic and General Knowledge of **100 (Hundred) marks (No Negative marking)**. **On the basis of the result of Written examination a number of successful candidates will be called for Computer test carrying 20 (Twenty) marks and Interview/Personality test carrying 20 (Twenty) marks.** Written test shall be of Madhyamik standard of the West Bengal Board of Secondary Education.

2) For Group- 'D' : The examination shall consist of written examination covering Bengali, English, Arithmetic & General Knowledge etc. of **50 (Fifty) marks (No Negative marking)**. **On the basis of the result of Written examination a number of successful candidates will be called for Interview/Personality test carrying 10 (Ten) marks.** Written test shall be of class VIII standard of the West Bengal Board of Secondary Education.

N.B. Candidates are requested to go through the following instructions before filling up the Application Form :

- (1) Each application in prescribed format to be submitted in closed envelope with name of the post applied for duly written at the top of the envelope and addressed to : **The Chairman, Recruitment Committee, D.L.S.A., Uttar Dinajpur at Raiganj, ADR Centre, District Court Complex, P.O. & P.S.- Raiganj, Dist. – Uttar Dinajpur, Pin- 733134.** Each application must be accompanied by (i) **Self Attested** photocopies of (a) Age Proof: Birth Certificate/ Admit Card of Madhyamik or equivalent Examination, (b) One Photo identity proof (Voter-ID/Aadhaar/ Passport/Driving License), (c) Testimonials related to educational & other qualifications (as mentioned in the application format), (ii) Two **self addressed** envelope (25 cm. x 11 cm.) with postal stamp of Rs. 10/- affixed on each envelope, (iii) Two copies of duly filled up admit Cards.
- (2) Candidates called for the computer test/interview shall be required to appear at their own expense.
- (3) If at any stage of the process of recruitment, a candidate is found to be ineligible, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.
- (4) Candidates having pending criminal case touching moral turpitude will invite disqualification.
- (5) A candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and if appointed, shall be liable for dismissal from service.
- (6) The Recruitment Committee reserves the right to make short list of successful candidates and to offer appointment to the selected candidate at any place of the Judgeship of Uttar Dinajpur and not according to the choice of the applicant.
- (7) The recruitment Committee reserves the right to alter/ modify/add any condition at any stage of the recruitment process.
- (8) In case of any dispute, decision of the Recruitment Committee shall be final.
- (9) The application by hand/ by post must be submitted in a closed envelope mentioning the post applied for in the 'Drop Box' situated in the office of District Legal Services Authority, Raiganj, Uttar Dinajpur (ADR Centre (Ground floor), District Court Complex, Raiganj, Uttar Dinajpur) within 04.30 p.m. on or before 07.04.2020.
- (10) Applications reaching after the last date shall not be considered, even though the same are posted well in advance.
- (11) Candidates already in service under Govt./Public sector Undertakings, and within the prescribed age limit, must submit their applications through Proper channel with the "No Objection Certificate" of the concerned Authority.

**Chairman,
Recruitment Committee,
D.L.S.A., Uttar Dinajpur**

APPLICATION FORMAT

Application for the post of

To
The Chairman,
Recruitment Committee,
DLSA, Uttar Dinajpur at Raiganj
P.O. & P.S.- Raiganj,
Dist.- Uttar Dinajpur,
Pin.- 733134

One recent
passport size
photograph duly
signed by the
candidate to be
pasted here.

Sir,

I beg to apply for the above mentioned post and I beg to submit my particulars as per prescribed format, given below:-

1. Full Name (in block letter) :
2. Name of Father/Husband :
3. Date of Birth : (dd/mm/yyyy)
(attach self-attested copy of age proof)
4. Actual age as on 01.03.2020 :
5. Sex :
6. Nationality :
(attach self-attested copy of Photo Identity Card)
7. Whether survivor of acid attack (Yes / No) :
(if yes, attach self-attested copy of medical documents/ copy of FIR)
8. Present Address (with Pin code) :
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9. Permanent Address (With Pin Code) :
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10. Mobile No. : 1.
2.....(Alternative No. if any)

11. Educational qualification

(give self-attested supporting documents) :

Examination passed	Year of passing	Board/Council/University	% of Marks

12. Have you any knowledge in computer :

Operation? If so, give details.

(enclose self-attested photocopy of certificate)

13. Are you in service under Govt./ Public Sector Undertakings (Yes / No) :

(If yes give details and enclose “No objection Certificate”)

14. Other qualification if any :

(give self-attested supporting documents)

Declaration

I, hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature shall be liable to be cancelled.

Date:

Yours faithfully

Place:

(Full Signature of the candidate)

Encl:

(Two Copies of this ADMIT CARD duly filled in are to be enclosed with the application form)

One recent
passport size
photograph duly
signed by the
candidate to be
pasted here by the
candidate.

ADMIT CARD

Staff recruitment Examination, 2020 for the DLSA, Uttar Dinajpur and SDLSC, Islampur, Uttar
Dinajpur
Under the Judgeship of Uttar Dinajpur.

(For Office use only)

Roll No. :
Date of Examination :
Time of Examination :
Venue :

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(To be filled up by the candidate)

Name of the Post applied for :
Name of the candidate (in block letter) :
Father's / Husband's Name :
Address :

**Chairman,
Recruitment Committee
DLSA, Uttar Dinajpur**

(Instruction for candidates on admit card)

- 1) The candidate must bring with him/her Admit Card No. candidate shall be allowed to sit for the Test without the Admit Card.
- 2) The candidate must bring his/her own pen, pencil. Use of the calculator shall not be allowed in the test. Use of Pager, Mobile Phone and other electronic gadgets is strictly prohibited within the premises of the examination centre while the test is on.
- 3) The candidate must remain present at the venue at least an hour before the commencement of the test. Sitting arrangement will be notified there. No candidate will be allowed to enter the examination centre after 15 minutes of the scheduled time of commencement of the written test.
- 4) The candidate must write his/her name and shall put in his/her signature and Roll No. only in the space exclusively provided for the purpose. He /She must not write his /her name/ Roll No. elsewhere in the Answer Script. Writing of his / her name Roll No. in any other place shall make the candidature liable to be cancelled.
- 5) Any alteration in the entire on the Admit Card without the authority of the District Recruitment Committee shall render the candidate liable to be disqualified for the test.
- 6) Admission to the examination is purely provisional. If at any stage subsequent to issuance of this Admit Card, the candidate is found on verification by the Authority concerned to be ineligible for admission to the examination/test, in terms of the relevant Employment Notice, his / her candidature shall be cancelled without any further reference to him / her.
- 7) Any sort of malpractice shall be severely dealt with.
- 8) No candidate will be allowed to submit the answer script before completion on one hour from the scheduled time of commencement of the examination. No candidate will be allowed to leave the examination hall without submitting the answer script.
- 9) No Travelling Allowance will be borne by the office for the purpose.
- 10) In case of any dispute, the decision of the appropriate authority shall be final.