

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,  
DAKSHIN DINAJPUR AT BALURGHAT**

A.D.R. CENTRE, DISTRICT COURT COMPLEX, BALURGHAT, DAKSHIN DINAJPUR\_  
Phone No. 03522 251096/www.dlsadakshindinajpur.org

Employment Notification No. 1/DLSA-DD

Dated: 04/05/2017

Applications from the eligible Indian Citizen in the following prescribed format are invited for preparation of panel to fill up the existing vacancy of the post of **L.D. Assistant-cum-Accountant-cum-Office Master for the District Legal Services Authority, Dakshin Dinajpur** and of the post of **L.D. Assistant-cum-Cashier for the Sub-Divisional Legal Services Committee (SDLSC), Gangarampur at Buniadpur.**

The appointment will be made purely on a temporary and contractual basis for a period of one year or till regular filling up of the posts as per recruitment rules whichever is earlier. There will be an express condition, inter alia, in the contract that such engagement will not be regularised in future in any manner whatsoever.

Name of post	No. of vacancy	Contractual consolidated emoluments	Educational qualification	Other qualification	Reservation.
L.D. Assistant-cum-Accountant-cum-Office Master for DLSA, Dakshin Dinajpur at Balurghat	01	Rs. 8000/- per month	H.S. Pass	Knowledge of computer & printer operation.	Unreserved.
LD Assistant- cum- Cashier for SDLSC, Gangarampur at Buniadpur	01	Rs. 7500/- per month	H.S. Pass	Knowledge of computer & printer operation.	Unreserved.

**Eligible Age:** Not less than 18 years and not more than 40 years as on 01.04.2017. Age relaxation for SC/ST/OBC candidates will be as per Govt. Rules.

**Examination fee:** Each application must be accompanied by application fee of **Rs. 100/- (Rupees One Hundred only)** through bank draft which must be purchased on a date after publication of the advertisement in favour of **DIST L S AUTHORITY D D BLG**. The bank draft should be payable at Balurghat, Dakshin Dinajpur. Any other mode of payment of examination fee will not be accepted. Bank draft as the case may be which do not conform to the nomenclature given above or of different value or purchased / issued prior to the date of publication of advertisement will not be accepted. The examination fee is not refundable under any circumstance.

**Mode of Examination: 1) For L.D. Assistant-cum-Accountant-cum-Office Master & 2) L.D. Assistant- cum-Cashier : Written examination covering English, Arithmetic, General Knowledge etc. of 100 (Hundred) marks. On the basis of the result of Written examination a number of successful candidates will be called for Computer test carrying 10 (Ten) marks and Interview/Personality Test carrying 10 (Ten) marks. Written Test shall be of Madhyamik standard of the W.B. Board of Secondary Education.**

**N.B:**

- (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, DLSA, Dakshin Dinajpur at Balurghat, ADR Centre, District Court Complex, P.O. & P.S. Balurghat, Dist. Dakshin Dinajpur, Pin: 733101. Each application must be accompanied by (i) Self Attested photocopies of documents as mentioned in the application format (ii) Two self addressed envelope (25 cm. x11cm.) with postal stamp of Rs. 10/- affixed on each envelope, (iii) Two copies of Dully filled up Admit Cards. (iv) Bank draft.
- (2) Candidates called for the 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) Candidate 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 candidate and to offer appointment to the selected candidate at any place of the judgeship of Dakshin 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 in 'Drop Box' within 05-00 p.m. on or before 5<sup>th</sup> June, 2017.
- (10) Application 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  
DLSA, Dakshin Dinajpur at Balurghat  
Chairman  
Recruitment Committee  
DLSA, Dakshin Dinajpur

**APPLICATION FORMAT**

**Application for the post of**  
*Indicate only 1 (one) post*

- L.D. Assistant-cum-Accountant-cum-Office Master**
- LD Assistant-cum-Cashier**

To  
The Chairman, Recruitment Committee  
DLSA, Dakshin Dinajpur at Balurghat  
P.O. & P.S. - Balurghat,  
Dist. - Dakshin Dinajpur,  
Pin – 733101

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

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 :  
(give self attested supporting document)
- 4. Actual age as on 01.04.2017 :
- 5. Sex (Male/Female) :
- 6. Nationality :  
(give self attested copy of Photo Identity Card, EPIC/Aadhaar)
- 7. Religion :
- 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. Email ID : .....

12. Educational qualification:

(give self-attested supporting documents) :

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

13. Details of your knowledge in computer :

Operation.

(enclose self attested photocopy of certificate)

14. Are you in Govt. service- Yes/No :

(If yes give details and enclose  
"No objection")

15. Other qualification if any :

(give self attested supporting documents)

16. Bank draft details : No. Date:

Bank:

Amount:

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:

Enclo:

(Full Signature of the candidate)

(Two Copies of this ADMIT CARD dully 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.

**ADMITCARD**

Staff Recruitment Examination, 2017 for the DLSA, Dakshin Dinajpur  
under the Judgeship of Dakshin Dinajpur.

**(For Office use only)**

Roll No. :

Date of Examination :

Time of Examination :

Venue :

.....  
**(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, Dakshin 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.