

**Office of the District Legal Services Authority,  
Murshidabad at Berhampore**

**ORDER**

No. 69

Dated, Berhampore, the 20<sup>nd</sup> September, 2018

Application from the eligible Indian Citizens in the following prescribed format are invited for preparation of panel to fill up the existing vacancy of the post of **1. LD. Assistant-cum-Account-Office Master, 2. LD. Assistant-cum-Cashier, 3. Lower Division Assistant, 4. Group-D for the office of the District Legal Services Authority, Murshidabad at Berhampore.**

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 regularize in future in future in any manner whatsoever.

Name of post	No. of vacancy	Contractual consolidated emoluments	Educational Qualification	Other qualification	Reservation
LD. Assistant-cum-Account-Office Master	01	Rs.8000/- per month	H.S. Pass	Knowledge of computer certificate	unreserved
LD. Assistant-cum-Cashier	01	Rs.7500/-	H.S. Pass	Knowledge of computer certificate	Unreserved
Lower Division Assistant	01	Rs.7500/-	H.S. Pass	Knowledge of computer certificate	Unreserved
Group-D	01	Rs.5000/-	VIII Pass	NIL	Unreserved

**Eligible Age:** Not less than 18 years and not more than 40 years as on 01.01.2018. Age relaxation for SC/ST/OBC candidates will be made as per Govt. rules.

**Examination fee:** Not required.

**Opening date of receiving the application:** 22<sup>nd</sup> September, 2018 from 10:00 am onwards.

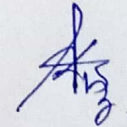
**Last Date of receiving the Application:** the application by hand /by post or online must be submitted in a closed envelope in 'Drop Box at ADR Centre (Ground floor), District Court Complex, Berhampore, Murshidabad within 05:00pm on or before 12<sup>th</sup> October, 2018.

**For 1. LD. Assistant-cum-Account-Office Master, 2. LD. Assistant-cum-Cashier, 3. Lower Division Assistant:** Written examination covering Translation: English to Bengali, 2. Bengali to English, 3. Framing of Sentences, 4. Arithmetic: especially of percentage calculation, 5. Test in Computer Operation, **Total marks - 100(20+20+20+20+20) and tenure of examination will be two hours.**

**For Group-D:** 1. Handwriting test on dictation, both in English and Bengali, 2. Arithmetic Test only up to Class - VIII standard. **Total marks - 50 (20+20+10) and tenure of examination will be one hour.**

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

1. Each application in prescribed format to be submitted in closed envelope with name of post applied for duly written at the top of the envelope and addressed to: The Chairman, Recruitment Committee, DLSA, Murshidabad at Berhampore, ADR Centre, District Court Complex, P.O. & P.S. Berhampore, Dist. Murshidabad, Pin.742101.
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 touch moral turpitude will invite disqualification.
5. The Recruitment Committee reserves the right to make short list of successful candidates and to offer appointment to the selected candidates at any place of the judgeship of Murshidabad and not according to the choice of applicant.
6. The recruitment Committee reserves the right to alter /modify /add or any condition at any stage of the recruitment process.
7. In case of any dispute, decision of the Recruitment Committee shall be final.
- 8. The application by hand or through online [www.drcmurshidabad.in](http://www.drcmurshidabad.in) must be submitted in a closed envelope in 'Drop Box' at ADR Centre (Ground floor), District Court Complex, Berhampore, Murshidabad with 05:00pm on or before 12<sup>th</sup> October, 2018.**
9. Application reaching after the last date shall not be considered, even though the same are posted well in advance.
10. Candidates already in service under Govt./Public Sector Undertakings, and within the prescribed age limit, must be submit their applications through Proper channel with the "No Objection" Certificate of the concerned Authority.



Chairman,  
Recruitment Committee  
DLSA, Murshidabad