

## **District Legal Services Authority, Bhandara**

Address : Vidhi Seva Sadan (विधी सेवा सदन) Building, District Court Premises,  
Near Z.P. Square, N.H.No.6, Bhandara 441904

Website : <https://bhandara.dcourts.gov.in--Notices--Recruitments>  
E-mail ID : [bhandara-dlsa.mh@bhc.gov.in](mailto:bhandara-dlsa.mh@bhc.gov.in)

Advertisement Date : 01/02/2024

Last Date of Submission of Application : 09/02/2024, 5.00 pm

### **Three Office Assistants at Legal Aid Defense Counsel Office, Bhandara on Contract Basis**

The District Legal Services Authority, Bhandara (the 'DLSA, Bhandara' for short) invites the applications (from the suitable applicants) for the post of Office Assistant at Legal Aid Defense Counsel Office, Bhandara (three post) purely on Contract Basis for one year.

#### **A. Eligibility Criteria:**

- (a) **The applicant must** be a citizen of India.
- (b) **Minimum Education :-** Candidate must be at least a Graduate from any recognized University.
- (c) **Knowledge of Computer :-** Candidate must be well acquainted with necessary accounting softwares and computer programs viz Microsoft Office, Excel, Tally etc.
- (d) **Typing Speed :-** Candidate's Typing speed shall not be below (Marathi- 30 w.p.m. & English-40 w.p.m.)
- (f) **Language Proficiency :-** Candidate must be able to read, write and talk in English, Marathi and Hindi languages.

#### **B. Remuneration/Pay :**

- a) The candidate may be paid a consolidated amount of Rs.15,000/- per month as Honorarium for his/her assignment and he/she shall not be entitled for any other allowances and shall not be treated or deemed to be in the regular employment of the Authority.

### **C. Terms and Conditions :**

- a) The above appointment is purely on contract basis, and it carries no right or promise of subsequent / permanent employment in favour of the candidate.
- b) The appointment to the abovesaid post shall be for a period of one year and the candidate shall not be entitled for claim of permanency on any ground. His/Her services can be terminated by DLSA at any time before completion of the said period of one year without giving any notice.
- c) The eligible candidates shall submit their applications in the prescribed format along with the self-attested copies of documents and send the same to the office address of DLSA. In case of any problem/enquiry may be made on office telephone number of DLSA 07184256466/ Mo.No.8591903936
- d) The last date for submission of application form is **09/02/2024, till 05:00 PM.** Application received after the said date and time shall not be considered.
- e) Date of typing test and interview will be informed on WhatsApp/email as provided.

**Sd/-**  
Chairman,  
District Legal Services Authority,  
Bhandara

**PROFORMA**

**APPLICATION FOR THE POST OF OFFICE ASSISTANT**

Photograph

**TO BE FILLED IN CAPITAL LETTERS ONLY.**

1	FULL NAME	
2	FATHER'S/ HUSBAND'S NAME	
3	DATE OF BIRTH	
4	PERMANENT ADDRESS AND HOME DISTRICT	
5	CORRESPONDENCE ADDRESS	
6	MOBILE NO. AND E-MAIL ID	
7	PRESENT OCCUPATION, IF ANY	
8	NATIONALITY	
9	EDUCATIONAL QUALIFICATION	
10	TYPING SPEED	MARATHI - ENGLISH -
11	LANGUAGE SKILLS	
12	COMPUTER SKILL	
13	WORK EXPERIENCE	
14	ANY OTHER SPECIAL QUALIFICATION(S)/ ACHIVMENT(S)	

PLACE :

DATE :

Signature of the Candidate