

# District Legal Services Authority, Pune

Advertisement dated 09/02/2024

Last date for submission of application 28/02/2024, till 05.00 pm

## For Post of Receptionist - Cum Data Entry Operator Contract Basis Recruitment - 2024

Applications are invited from the candidates having the educational qualifications mentioned before the following post for serving the said post on contract basis for 11 months for the office of Legal Aid Defence Counsel System, Pune (Hereinafter called as 'LADCS, Pune' for brevity) under the District Legal Services Authority, Pune. (Hereinafter called as 'DLSA, Pune' for brevity)

| Sr. No | Name of the Post                       | Posts | Qualification  | Remuneration/Pay |
|--------|--|-------|--|------------------|
| 1      | Receptionist - Cum Data Entry Operator | 01    | a) Education Qualification - Candidate must be Graduate from any recognized University.<br><br>b) Candidate must have certificate of Computer Knowledge.<br><br>c) Candidate must have English Typing Speed of 40 WPM and Marathi Typing Speed of 30 WPM.<br><br>d) Language Proficiency- Candidate must have knowledge of languages such as English, Marathi and Hindi. | Rs. 20,000/-     |

**Examination-**

| <b>Sr. No</b> | <b>Particulars</b>                                     | <b>Marks</b> |
|---------------|--|--------------|
| 1             | English typing 40 WPM<br>(400 words within 10 minutes) | 20           |
| 2             | Marathi Typing 30 WPM<br>(300 words within 10 minutes) | 20           |
| 3             | Interview  | 20           |
|               | <b>Total</b>   | <b>60</b>    |

**Terms and Conditions**

1. The above appointment is purely on contract basis i.e. 11 months, and it carries no right or promise of subsequent/permanent employment in favour of the candidate.
2. Age- The Candidate Should not be less than 18 years and should not be more than 38 years of age.
3. Candidate should be a resident of Maharashtra State along with a certificate to that effect.
4. The Candidate should send/submit the prescribed application format attached herewith on the office address of DLSA, Pune by Registered Post or by Hand from 09/02/2024. The last date for submission of the application form is 28/02/2024 till 05.00 p.m. Application received after the said date and time shall not be considered.


**Address for Submission of application**

The Secretary,  
District Legal Services Authority, Pune  
District and Sessions Court,  
New Building, Shivajinagar, Pune 411 005

5. The candidate should clearly mention the name of the post on the application/postal envelope for which post he/she has applied. If not, the application will be considered as incomplete.

6. The eligible Candidates shall submit their applications in the prescribed format along with self-attested copies of documents.
7. The selected candidate has to write an agreement with the authority.
8. District Legal Services Authority, Pune reserves the right to terminate the service of the candidate at any time before completion of the stipulated period, without giving any notice.
9. If the candidate wants to quit the job before the contract period, two months advance notice or one month's gross salary has to be deposited with the authority.
10. After scrutinizing all the applications received within the time limit, the list of eligible candidates and further notification regarding the recruitment of the said post will be published on the official website of District Court, Pune <https://pune.dcourts.gov.in/> and on the notice board of District Legal Services Authority, Pune.
11. The Selection Committee of the District Legal Services Authority, Pune reserves all rights regarding Postponement/Cancellation changes etc of the said recruitment.

Place- Pune  
Date – 09/02/2024

  
Secretary,  
District Legal Services Authority,  
Pune

# District Legal Services Authority, Pune

Under

Application Format for the Post of Receptionist Cum-Data Entry Operator for 11 months on purely temporary basis for the office of LADCS (Legal Aid Defence Counsel System), Pune

Latest Passport size  
photograph

## Application Format

|    |   |  |
|----|---|--|
| 1  | Name of Post applied                                    | Receptionist - Cum Data Entry Operator |
| 2  | Applicant Name  |  |
| 3  | Father/Spouse Name                                      |  |
| 4  | Full Address (with Pincode)                             |  |
| 5  | Aadhar Card Number                                      |  |
| 6  | Mobile Number   |  |
| 7  | Nationality   |  |
| 8  | Typing Speed  | Marathi - WPM<br>English - WPM         |
| 9  | E-mail ID   |  |
| 10 | Computer Knowledge                                      |  |
| 11 | Date of Birth   |  |
| 12 | Applicant age (on the date of publishing advertisement) | Day- Month- Year-                      |

13- Education Qualification

| Sr.No. | Education Details | Board/University | Passing Year | Percentage |
|--------|-------------------|------------------|--------------|------------|
|        |                   |                  |              |            |
|        |                   |                  |              |            |

14- Work Experience (If) -

A- Experience - .....

B- Period - .....

C- Name of the institution

/Office and Address .....

15- The candidate should be attached all relevant self-attested documents copies along with the application.

Applicant Name .....

Signature .....

Place .....

Date - / /2024

Undertaking of the Applicant

I \_\_\_\_\_ do, hereby,  
declare that above information furnished by me is true and  
correct and if anything found to be false or incorrect then  
my candidature/appointment shall be cancelled.

Place-

Date-

Signature of the Candidate