

**OFFICE OF THE SECRETARY DISTRICT LEGAL SERVICES AUTHORITY**

**LEH**

**Advertisement for selection of one Office Assistant/ Clerk and one Office Peon in the office of LADC Leh under NALSA LADC Modified Scheme 2022 in District Leh.**

**Notification**

**No: 29 of 2025**

**Dated:01.05.2025**

**Ref: Letter No. LLSA/LS/04/2023/58 of Member Secretary, LLSA. Dated: 24.02.2025.**

As per the direction of the Ladakh Legal Services Authority, The DLSA Leh is inviting applications from the eligible candidates for the following post in the office of LADC, District Leh, under the National Legal Services Authority Legal Aid Defence Counsel Modified Scheme -2022. The following post shall be filled by DLSA Leh, **purely on temporarily basis initially for a period of 06 months with a stipulation of extension subject to satisfactory performance.**

**Vacancy Details**

<b>S. No</b>	<b>Name of the post</b>	<b>No of post</b>	<b>Minimum Qualification</b>	<b>Salary</b>
01	Office Assistant/Clerk	One	<ul style="list-style-type: none"><li>• Graduation from any recognised university under UGC.</li><li>• Basic word processing skills and ability to operate computer and skills to feed data.</li><li>• <u>Good typing skills with proper page settings.</u></li><li>• <u>Ability to take dictation and prepare files for presentation in the courts.</u></li><li>• <u>File maintenance and processing Knowledge.</u></li></ul>	As per Legal Aid Defence Counsel Modified Scheme 2022.
02	Office peon	One	<ul style="list-style-type: none"><li>• Matriculate from recognized institution.</li></ul>	As per Legal Aid Defence Counsel Modified Scheme-2022

**Note:** The monthly salary shall be fixed as per the Class C Population category mentioned in Paragraph 12 of the said scheme and further the monthly salary of the office assistant/clerk and peon shall not be less than the minimum wages prescribed for such categories by the Administration of UT Ladakh, vide S.O.117 of 2022 under the Minimum Wages Act, 1948.

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**WORK PROFILES OF THE AFORESAID HUMAN RESOURCES ARE AS UNDER:**

01	Office Assistant	<ul style="list-style-type: none"> <li>• Keeping updated record of Legal Aid Cases</li> <li>• Uploading the updated /progress of the legal aided cases on NALSA portal and digital platforms as per directions.</li> <li>• Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.</li> <li>• Typing applications, petitions, appeals etc</li> <li>• Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc,</li> <li>• Any work/duty assigned by legal Services Authority.</li> <li>• All duties assigned to Receptionist cum Data Entry Operator.</li> </ul>
02	Office Peon	<ul style="list-style-type: none"> <li>• General work of peon.</li> <li>• Cleaning the office before the commencement of office hours.</li> <li>• Ensuring that all places in the office are kept clean.</li> <li>• Bringing and serving water, beverages to the visitors in the office.</li> <li>• Carrying dak, miscellaneous work etc.</li> <li>• Any other work assigned by Legal Services Authority.</li> </ul>

**TERMINATION OF SERVICES**

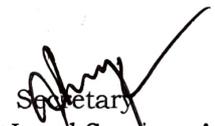
Services of any Human Resources engaged in the office of Legal Aid Defense Counsel can be terminated at any time without any prior notice in the cases as mentioned in the guidelines, by the Chairman, DLSA on the recommendation of the Secretary, DLSA on the recommendation of the Secretary, DLSA or on the directions by Ladakh LLSA in writing:

- i. He /She substantially breaches any duty or service required in the office, or
- ii. seeks or accepts any pecuniary gains or gratification in cash or kind from legal aid seekers or beneficiary or his friend or relative, or or
- iii. Charged or Convicted for any offence by any court of law, or
- iv. Indulges in any type of political activities, or
- v. Found incapable of rendering professional services of the required standards, or
- vi. Failure to attend training programmes without any sufficient cause, or
- vii. Indulges in activities prejudicial to the working of legal aid defense counsel office, or
- viii. Uses his/her position in legal aid defense counsel office to secure un warranted privileges or advantages for him/herself or others, or
- ix. Acts in breach of code of ethics, or
- x. Remains absent without leave for more than two weeks, or
- xi. If services are found unsatisfactory during the six- monthly performance review by the SLSA or DLSA.

## SELECTION PROCESS

After due publicity including public notice, applications will be invited and a fair, transparent and competitive selection process shall be adopted by DLSA under guidance form LLSA. The selection committee shall be chaired by Principal District and Sessions Judge, Leh (Chairman DLSA) and committee shall also consist of two senior most judicial officer.

STEPS	DATE
Publication of notification	01-05-2025
Last Date of receipt of applications.	15-05-2025 (4:30PM)
Scrutiny of applications by Secretary, DLSA and Submission of list of candidates before Chairperson of Selection Committee.	17-05-2025
Typing Test and Interview of candidates for the post of Office Assistant/Clerk	19 <sup>TH</sup> and 20 <sup>TH</sup> of May, 2025
Interview of candidates for the post of peon.	21 <sup>st</sup> of May, 2025
Submission of list of successful candidates in the order of merit and waiting list of two candidates to LLSA for approval of the Hon'ble Executive Chairman, LLSA.	23 <sup>rd</sup> May, 2025

  
Secretary  
District Legal Services Authority  
Leh  
District Legal Services Authority  
Dated: 15-05-2025

No: SDUSA/2/2025/417

### Copy forwarded for information and necessary action towards publication of this notification:

1. Worthy Member Secretary, Ladakh Legal Services Authority.
2. Worthy Chairman, District Legal Services Authority, Leh.
3. System Officer for uploading the notification on the District Court Website.
4. Asstt. Director Information, Leh for wide publicity through print and electronic media.
5. AIR Leh for broadcasting in local news.
6. DDK Leh for broadcasting in local news.
7. Notice board of the District Court Premises