

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,  
SERAMPORE, HOOGHLY**

**Employment Notification No. 01 / 2015**

**Dated 04.05.2015**

Applications are invited from Indian Citizen aged 18 to 40 years as on 01.01.2015 to fill up the post of One Stenographer (English) and One Lower Division Assistant absolutely on temporary and contractual basis as per break up given below:-

As the proposed appointment is absolutely on temporary and contractual basis there is no reservation in respect of Scheduled caste/Scheduled Tribe categories etc..

Sl No.	Name of the Post	Total Post	Consolidated Pay	Essential Qualification	Short Hand/ Typing Speed.
1	Stenographer (English)	1 (One)	Consolidated Pay of Rs. 8000/-	Educational Qualification -Higher Secondary Passed and having Diploma/Certificate in Stenography and also having knowledge in Computer and Printing operation	Speed in Shorthand/ Type Writing 100/40 W.P.M.
2	Lower Division Assistant	1 (One)	Consolidated Pay of Rs. 7500/-	Educational Qualification -Higher Secondary Passed having knowledge in Computer and Printing operation	-

Recruitment in the above mentioned posts will be absolutely on merit list basis as per discretion of the Chairman, District Legal Services Authority, Hooghly , subject to approval by the State Legal Services Authority.

Application shall be submitted along with recently attested copy of testimonials and two copies of Passport size photograph in the office of the District Legal Services Authority, Alternative Dispute Resolution Centre (ADR Building), Serampore, Hooghly within the office hours i.e. 10.30 A.M. to 4.30 P.M. latest by **31.05.2015** in the drop box, addressing to The Chairman District Legal Services Authority, Hooghly.

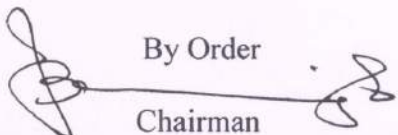
## APPLICATION FORMAT

- 1 Name of the Post Applied For
- 2 Name of Applicant (in Block Letter):-
- 3 Father's Name:-
- 4 Full Residential Address with Land Line or  
Mobile Phone Number:-
- 5 Date of Birth:-
- 6 Educational Qualification:-
- 7 Knowledge in Shorthand/ Type Writing
- 8 Knowledge in Computer Application

**\*\* One Passport size Photograph (Self attested) to be pasted on application on the top right hand side**

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Signature of the Applicant

N.B.- Application received after last date shall not be accepted. Defective application shall be rejected without making any communication.

  
By Order  
Chairman  
District Legal Services Authority, Hooghly.