

KERALA STATE LEGAL SERVICES AUTHORITY

Niyama Sahaya Bhavan, High Court Compound, Ernakulam, Kochi - 682031
Tele/ Fax: 2396717, e-mail: kelsakerala@gmail.com, Website: www.kelsa.nic.in

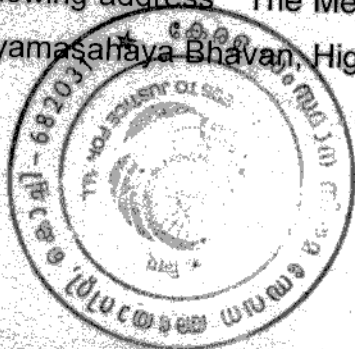
30.01.2020

NOTIFICATION NO.1 OF 2020

Application is invited for appointment to the post of **Data Entry Operator** in the Kerala State Legal Services Authority on short-term contract basis.

Place of appointment	Office of the Kerala State Legal Services Authority at Ernakulam
Number of vacancy	1
Period of appointment	One year
Educational Qualification	<ul style="list-style-type: none">• Graduation with DCA from a government recognized institution• Excellent verbal and written communication skills• Word processing abilities• The ability to work telecommunication systems
Emoluments	Rs.20,000/- per month
Procedure for appointment:	Personal interview

- I. Application shall reach the office on or before **20.02.2020** upto 3 PM in the following address " The Member Secretary, Kerala State Legal Services Authority, Niyama Sahaya Bhavan, High Court Compound, Kochi- 682031".



- II. The name of the post applied shall also be subscribed on the cover
- III. The above vacancies are now in existence.
- IV. The Ranked list published by the KeLSA in response to this notification shall remain in force for a minimum period of one year
- V. Candidates will be advised from the said list in writing against the vacancies reported during the period of the currency of the list.
- VI. Candidates who claim equivalent qualification instead of qualification mentioned in the Notification shall produce the relevant Government Order to prove the equivalency at the time of verification, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
- VII. The experience Certificate shall contain the details regarding experience (certificate number, date, name of post, period, issuing authority, name of institution etc.) and shall produce the Certificate as and when asked for the same
- VIII. The veracity of the Experience certificate will be subjected to scrutiny and those who issue or produce bogus certificate will be subjected to legal proceedings.
- IX. The original documents shall be produced for verification at the time of interview or as and when required.

The selected candidates shall not have any future claim to the post after the period of contract.

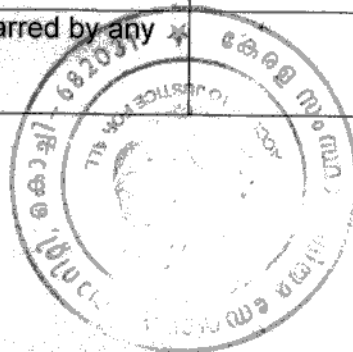


Member Secretary
(District Judge)

[Handwritten signature]

APPLICATION FORM

Post Name						
Notification No.						
Monthly salary						
Name						
Date of birth						
Age as on 01.12.2019						
Gender						
Nationality						
Father's /Mother's / Husband's name						
Permanent Address						
Phone Number						
Email id						
Communication Address						
Languages Known			Write			
			Speak			
Sl.No.	Qualification & Subject	University/ Board	Reg.No.	% of Marks	Class	Passed on
Experience details, if any						
Other particulars, if any						
Whether had been dismissed form service of condemned by the court of law						
Whether had been previously debarred by any Government Authorities						



- II. The name of the post applied shall also be subscribed on the cover
- III. The above vacancies are now in existence.
- IV. The Ranked list published by the KeLSA in response to this notification shall remain in force for a minimum period of one year
- V. Candidates will be advised from the said list in writing against the vacancies reported during the period of the currency of the list.
- VI. Candidates who claim equivalent qualification instead of qualification mentioned in the Notification shall produce the relevant Government Order to prove the equivalency at the time of verification, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
- VII. The experience Certificate shall contain the details regarding experience (certificate number, date, name of post, period, issuing authority, name of institution etc.) and shall produce the Certificate as and when asked for the same
- VIII. The veracity of the Experience certificate will be subjected to scrutiny and those who issue or produce bogus certificate will be subjected to legal proceedings.
- IX. The original documents shall be produced for verification at the time of interview or as and when required.

The selected candidates shall not have any future claim to the post after the period of contract.



Member Secretary
(District Judge)

6/11