



# ತಾಲೂಕು ಕಾನೂನು ಸೇವಾ ಸಮಿತಿ, ನರಗುಂದ

ತಾಲೂಕು ನ್ಯಾಯಾಲಯದ ಸಂಕೀರ್ಣ, ನರಗುಂದ



## Notification No.1 /2026

Dtd:12-02-2026

Sub: Recruitment to the posts of Clerk-cum-Typist and Office Peon  
on Contract Basis in the Taluka Legal Services Committee, Nargund. -reg

Ref : 1.The Hon'ble KSLSA, Bengaluru Ltr No.113/ADM/2012, Dtd:13-09-2019.  
2. The Office order Hon'ble Chairman, DLSA, Gadag dtd:06-02-2026.

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Applications are called from eligible candidates for appointment to the following posts **purely on Contract Basis** in the Taluka Legal Services Committees, Nargund.

The selection is purely on temporary basis and period of six month "ಕನಿಷ್ಠ ವೇತನ ಕಾಯ್ದೆಯಡಿ ಲಭ್ಯವಾಗುವ ದರದಂತೆ ಮಾಸಿಕ ಸಂಭಾವನೆ ಆಧಾರದಲ್ಲಿ" with a stipulation of extension subject to satisfactory performance.

Sl.No	Name of the Posts	No. of Posts	Required Qualification
1.	<b>Clerk-cum-Typist</b>	01	<ul style="list-style-type: none"><li>• Graduation from any recognized University under UGC.</li><li>• Basic word processing skills and the ability to operate computer and skills to feed data.</li><li>• File Maintenance and processing knowledge.</li><li>• Must have passed Kannada and English Typewriting (Lower/Higher Grade) conducted by a recognized Board/Authority.</li></ul>
2.	<b>Dalayat</b> (Office Peon)	01	SSLC passed from recognized Institution

### 1. Selection :

- The appointment is purely temporary and on contract basis for a period of six (06) month.
- The contract may be extended based on performance and administrative necessity.
- The appointment does not confer any right to claim regularization or permanent employment.
- Services are liable to be terminated at any time without prior notice.

## **2. Work profiles of the aforesaid Human Resources are as under:**

### **a) Clerk Cum Typist:**

- Keeping updated record of legal aided cases.
- Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions.
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
- Typing all office corresponding letters, statements etc.
- Any other works/duties assigned by Member Secretary, TLSC, Nargund.

### **b) Office Peon:**

- General work of peon.
- All outside office works related to LLP, Banks, Lok Adalath, Clinics and also services notices etc.
- Any other works/duties assigned by Member Secretary, TLSC, Nargund

The applications completed in all respects accompanied by self attested copies of relevant academic records, testimonials etc. shall reach the **Member Secretary, Taluka Legal Services Committee, Nargund** on or before **21.02.2026 at 05-30 pm.**

## **3. Selection Process:**

- **The Chairman and Member Secretary TLSC, Nargund will conduct typing test of Kannada and English language with computer basic knowledge test for the candidates applied for the Post of Clerk cum Typist and followed with oral interview.**
- **The Chairman and Member Secretary TLSC, Nargund will conduct writing skill test for the candidates applied for the Post of Dalayat (Office Peon) and followed with oral interview.**

## **4. Submission of Applications :**

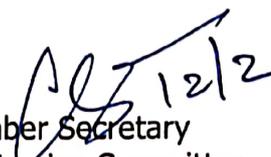
- Candidates shall submit their applications to the Taluka Legal Services Committee, Nargund within stipulated time in person or by post.
- Application should be cover with envelope written on "APPLICATION FOR THE POST OF CLERK CUM TYPIST / /DALAYAT (OFFICE PEON)" and with address along with phone number.
- Applications received beyond the last date so fixed will be rejected.
- Taluka Legal Services Committee, Nargund reserves its right to reject incomplete applications or applications for want of furnishing full information as per the notification or if it is found that the information furnished are false.

**5. Last Date for Submission:**

- The completed applications shall be submitted to the Taluka Legal Services Committee, Nargund on or before: **21-02-2026 at 05:30 PM (Office Hours)**
- Applications received after the last date and time will not be considered.

**6. General Instructions :**

- Applications must be submitted in the prescribed format along with self-attested copies of required documents.
- Incomplete applications are liable to be rejected.
- No TA/DA will be paid for attending the test and oral interview.
- The decision of the Taluka Legal Services Committee, Nargund shall be final in all matters relating to recruitment.

  
Member Secretary

Taluka Legal Service Committee, Nargund

**Copy Submitted to :**

- 1) DLSA, Gadag
- 2) Notice Board of DLSA Office.
- 3) Notice Board of TLSC's Nargund.
- 4) Office of the TLSC's Nargund.
- 5) Office Copy.