

Sikkim State Legal Services Authority

Public Notice for Walk-in-Interview

Applications are invited from eligible candidates for filling up the post in the Legal Aid Defence Counsel Office at Namchi, under the Legal Aid Defence Counsel Scheme of the National Legal Services Authority, 2022 on purely temporary basis.

Name of the Post	No. of posts	Honorarium (Rs)	Eligibility criteria
Receptionist-cum-Data Entry Operator	01	Rs. 17,000/-	Graduate from a recognized University along with Diploma in Computer Application. Having ability to take dictation and prepare files for presentation in the Courts.

Conditions of eligibility:

1. Candidate must be a citizen of India.
2. Should have attained the age of 18 years & should not have exceeded 40 years in terms of Notification No.M(3)/(55)/GEN/DOP/Pt-III dated 03.07.2017.
3. Candidates fulfilling the above conditions are to appear at the office of the Sikkim SLSA, for Walk-in-Interview on **21st April, 2025** at 11:30 AM along with a written application addressed to the Member Secretary, Sikkim State Legal Services Authority, Gangtok, and self-attested copies of the testimonials regarding educational qualification(s), computer qualification(s), date of birth, working experience(s) etc, as sought for.
4. Applicant shall submit 3 (three) recent passport-size photographs and Self-Declaration Form (*Annexure A*) in view of Notification bearing No.52/Home/2018 dated 06.08.2018, issued by Home Department, Government of Sikkim.
5. Candidates who appear without the above-mentioned documents shall not be considered eligible for the interview.
6. Applicant shall provide his/her proper residential address, mobile number and email address (if any) in the application.
7. Applicant already in Government service or in public sector undertaking, or similar organization, whether in permanent or temporary capacity, or as work charge employee shall submit their application along with No Objection Certificate from their present employer(s).

8. The applicant shall be responsible for any mistake(s) made by him/her in the application. Incomplete applications without supporting documents or photographs shall be rejected, summarily.
9. The post is purely on temporary basis for a period of one year, with no entitlement to regular employment.
10. No TA/DA shall be paid for appearing in the interview.

Sd/-

MEMBER SECRETARY
Sikkim State Legal Services Authority
Development Area, Gangtok.