

Syllabus for the trade  
Of

**PARA LEGAL ASSISTANT/MUNSHI**  
(Semester Pattern)

UNDER  
CRAFTMEN TRAINING SCHEME

Designed in 2013

by

Directorate General of Employment & Training  
Ministry of Labour & Employment  
Government of India  
**CENTRAL STAFF TRAINING AND RESEARCH INSTITUTE**  
EN-81, SECTOR-V, SALT LAKE CITY  
KOLKATA-700 091

List of members of the Trade Committee Meeting for the trade of "Para Legal Assistant/Munshi" on 02<sup>nd</sup> April 2012 at SPB Technical Institute, Uchalan, Burdwan, West Bengal

<b>SL. NO.</b>	<b>NAME &amp; DESIGNATION S/SHRI</b>	<b>REPRESENTING ORGANIZATION</b>	<b>Remarks</b>
1.	R.N. Bandyapadhya, Joint Director of Training	DGET, New Delhi	Chairman
2.	L.K.Mukherjee, Deputy Director of Training	CSTARI, Kol-91	Member
3.	M.K.Batabyal, Training Officer	CSTARI, Kol-91	Member
4.	Pijush Mukherjee, ADIT	DIT, Bikash Bhavan, Saltlake, WB.	Member
5.	Nirmal Dawn	Settlement Law Clerk	Member
6.	Tapan Samanta, Law Expert,	Burdwan University	Member
7.	Dol Gobindo Mondal, Expert, Surveyor	Burdwan WB	Member
8.	Durga Prasad Majumder, Aruar, Amin	Bhatar, Burdwan WB	Member
9.	SK Basiruddin, Aruar Bhatar, Amin	Burdwan WB	Member
10.	Ram Kanai Paul, Deed Writer	Bajeprotappur, Burdwan, WB	Member
11.	Swapan Kumar Sen, Surveyor	Nandapur, Uchalan, Burawan, WB	Member
12.	SK Abbas Al. Law Clerk	Burdwan, WB	Member
13.	Vimal Chandra Das,	Jagatberetala, Burdwan, WB	Member
14.	Kartrick Ch. Ghosh, Amin	Burdwan, WB	Member
15.	Mahamed Hossein, Instructor(D/Man, Civil)	Champadanga, Hooghly, WB	Member
16.	Pransanta Paria Instructor(D/Man, Civil)	Prachim Midnapore, WB	Member
17.	Binoy Kr. Ghosh, Surveyor,	Doyhalgram, Bankura, WB	Member
18.	Rabindranath Das, Law Clerk,	Burdwan Judge court, Burdwan, WB	Member
19.	Nanda Gopal Makar, Instructor, Auto CAD	Burdwan, WB	Member
20.	Debabrata Dey, Instructor	Burdwan, WB	Member
21.	Sachindra Prasad Chakraborty, Instructor, Surveyor	Burdwan, WB	Member
22.	Sanatan Pal, Instructor(Surveyor)	Burwwan, WB	Member
23.	Depak Samanta, Instructor, Workshop Calculation	Burdwan, WB	Member
24.	S. Chakraborty, Surveyor	Burdwan, WB	Member
25.	S.Das Instructor, Computer	Burdwan, WB	Member
26.	Sd. M.Ali, Ex-Advocate	Burdwan, WB	Member
27.	Tamal De, Advocate	Burdwan, WB	Member
28.	Bablu Charan Santra, Instructor(Civil)	Burdwan, WB	Member
29.	Vinak Ch. Kan, Surveyor	Burdwan, WB	Member
30.	Subrata Bhattacharya, Secretary(SPB Technical Institute)	Burdwan, WB	Member
31.	Harun Ali Sekh, Surveyor	Burdwan, WB	Member
32.	Pradip Kumar Dutta, Coordinator	Burdwan, WB	Member

List of members attended the Workshop to finalize the syllabi of existing CTS into Semester Pattern held from 6<sup>th</sup> to 10<sup>th</sup> May'2013 at CSTARI, Kolkata.

Sl. No.	Name & Designation	Organisation	Remarks
1.	R.N. Bandyopadhyaya, Director	CSTARI, Kolkata-91	Chairman
2.	K. L. Kuli, Joint Director of Training	CSTARI, Kolkata-91	Member
3.	K. Srinivasa Rao, Joint Director of Training	CSTARI, Kolkata-91	Member
4.	L.K. Mukherjee, Deputy Director of Training	CSTARI, Kolkata-91	Member
5.	Ashoke Rarhi, Deputy Director of Training	ATI-EPI, Dehradun	Member
6.	N. Nath, Assistant Director of Training	CSTARI, Kolkata-91	Member
7.	S. Srinivasu, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
8.	Sharanappa, Assistant Director of Training	ATI-EPI, Hyderabad-13	Member
9.	Ramakrishne Gowda, Assistant Director of Training	FTI, Bangalore	Member
10.	Goutam Das Modak, Assistant Director of Trg./Principal	RVTI, Kolkata-91	Member
11.	Venketesh. Ch. , Principal	Govt. ITI, Dollygunj, Andaman & Nicobar Island	Member
12.	A.K. Ghate, Training Officer	ATI, Mumbai	Member
13.	V.B. Zumbre, Training Officer	ATI, Mumbai	Member
14.	P.M. Radhakrishna pillai, Training Officer	CTI, Chennai-32	Member
15.	A.Jayaraman, Training officer	CTI Chennai-32,	Member
16.	S. Bandyopadhyay, Training Officer	ATI, Kanpur	Member
17.	Suriya Kumari .K , Training Officer	RVTI, Kolkata-91	Member
18.	R.K. Bhattacharyya, Training Officer	RVTI, Trivandrum	Member
19.	Vijay Kumar, Training Officer	ATI, Ludhiana	Member
20.	Anil Kumar, Training Officer	ATI, Ludhiana	Member
21.	Sunil M.K. Training Officer	ATI, Kolkata	Member
22.	Devender, Training Officer	ATI, Kolkata	Member
23.	R. N. Manna, Training Officer	CSTARI, Kolkata-91	Member
24.	Mrs. S. Das, Training Officer	CSTARI, Kolkata-91	Member
25.	Jyoti Balwani, Training Officer	RVTI, Kolkata-91	Member
26.	Pragna H. Ravat, Training Officer	RVTI, Kolkata-91	Member
27.	Sarbojit Neogi, Vocational Instructor	RVTI, Kolkata-91	Member
28.	Nilotpal Saha, Vocational Instructor	I.T.I., Berhampore, Murshidabad, (W.B.)	Member
29.	Vijay Kumar, Data Entry Operator	RVTI, Kolkata-91	Member

## GENERAL INFORMATION

1. **Name of the Trade** : Para legal Assistant / Munshi
2. **NCO Code No.**
3. **Duration** :6 months ( 1 semester )
4. **Power Norms** : 3.5 KW
5. **Space Norm** : 60 Sq meter/Trainee
6. **Entry Qualification** : Passed 10<sup>th</sup> class examination
7. **Unit Strength** : 20 Trainees
8. **Instructor's/Trainer's Qualification** : NAC/NTC in the trade of Surveyor with three Years Experience.

OR

Diploma in Surveyor with Two year Experience.

And

Guest faculty with a LLB qualification and two years experience

9. **Desirable qualification** : Preference will be given to a candidate with Craft Instructor Certificate

Note: Atleast one Instructor must have degree /Diploma in the relevant field

**Syllabus for the Trade of “Para legal Assistant / Munshi” under CTS.  
Duration : Six months**

**First Semester**

**Semester Code: PLA: SEM I**

<b>WK.No.</b>	<b>Trade Practical</b>	<b>Trade Theory</b>
1	<p>Familiarization with the Institute. Type of work done by the trainees in the Institute. Introduction to safety and general precaution to be made by the trainees.</p> <p><b>Familiarization with Computer and its Accessories.</b></p> <p>Customization with desktop.</p> <p><b>Computer operational Skills.</b></p> <p>Demonstration and identification of different input output Interconnecting Cords, Hard disk, CD ROMs etc. Key Boarding skills.</p> <p>Per drive, ors USB based devices</p> <p><b>Demonstration on Window O.S.</b></p> <p>Booting practice, Use of task bar, start button, title bar, mouse menu and window's help, using My Computer and Recycle bin etc.</p> <p>Opening and closing different windows, creating and renaming files and folder, Hands on practice of basic files.</p>	<p><b>Introduction</b> : Objective and scope of the course and its employment opportunity focusing to the state &amp; national.</p> <p><b>* Safety and electrical hazard</b></p> <p><b>Working principal of Computer Laser Printer</b></p> <p><b>DOT Matrix</b></p> <p><b>INKJET Printer.</b></p> <p><b>Color Laser Printer</b></p> <p><b>LAW OF LAND:</b></p> <p>Basic rule and knowledge of the State Land Act, Measurement of land area, Conversion of area in Metric and British System, Objective and system of Survey and its principle,</p>
2	<p><b>DEMONSTRATION PRACTICE ON MS OFFICE :</b></p> <p><b>WORD PROCESSING (MS WORD) :</b> Creating, Saving, quitting, Opening Document, Moving Around Document, Manipulating windows using tool bar, Editing Text-Insert, delete, move, copy, paste, Finding, replacing text, spell</p>	<p>Different types of “Instrument” and “System” of Linear measurement, Ranging, Types of chain (Folding and Unfolding), Testing of a chain, obstacle in chaining, scale</p>

	check, grammar check etc. Creating Modifying Tables and doing calculation, creating a formation of charts and graphs etc. Creating and printing Typed document. <b>COMPUTER:</b> Basic Knowledge of Computer, Typing in English and in Vernacular language also.	
3	Typing practice in English and vernacular language.	Use of different Scale viz. 16 Inches = 1 Mile, 1Inch = 330 Feet scales, diagonal scale, Bench Mark, Demarcation of Land and Sketch Map of the property measured. Procedure of Land Separation.
4	Do	<b>Mutation &amp; Conversion</b> Definition, purpose and process of "Mutation" and "Conversion", different types of land and process of their "conversion".
5		Different terms used in identification of Land, C.S., R.S. and L.R. as proof of record of rights.
6	Do	<b>Searching:</b> Process of Searching "Land revenue" of any plot, Searching process of record of rights (C.S., R.S. and L.R.), Types of stamp duty (as per State rule), tax calculation and process of depositing tax.
7	Do	<b>Function of Land Reforms Officers:</b> R.I, B.L & L.R .O, S.D.L & L.R .O, D.L & L.R .O, R .O
8-9	Do	<b>REGISTRATION OF LAND PROPERTY</b> [SUB-REGISTRAR, A.D.S.R, D.S.R] Hierarchy and procedure of registration of Land property, pecuniary and Territorial jurisdiction of S.R,
10	Do	A.D.S.R and D.S.R office, Different types of Deed and its elements, valuation of property and stamp Duty as per rule of the State, presentation of Deed, pending of Deed.
11-12	Do	<b>REGISTRATION OF MOTOR VEHICLES:</b> Registration of new motor vehicles, T.O of Id vehicles, Driving License (Two wheeler), Driving License for Light, Medium and heavy , Learner certificate, Fitness of vehicles, other works under the office of the

		R.T.A, Insurance (First party and third party) of the vehicle, Motor Accident claim Case (filing procedure)
13-14	Do	<b>REGISTRATION OF HINDU MARRAIGE:</b> Process of Filing registration of Marriage under Hindu Marriage Act – 1955, and under special Marriage Act, Jurisdiction of Registration, other Marriage Registrar empowered to registration by the State Government, Marriage Certificate.
14-15	VISIT TO VARIOUS COURTS & OFFICES: 1. R.I office : 1 day 2. B.L & L.R.O office : 3 days 3. B.D.O. office : 2 days 4. Court: 9 days.	<b>COURT WORKS &amp; PROCEDURE:</b> <b>Divorce, Maintenance and FIR Filing u/s – 498 – A of IPC:</b> process of filing Divorce petition (Exparty and Mutual), process of filing Maintenance petition u/s – 125 CR. P.C., Define 498 – A case, How to complain under 498 – A of I.P.C.
16-19	Do Identification of plots in the Map.	<b>Different Types of Court :</b> Functions and Jurisdiction of various courts, names of court dealing with Civil and Criminal Cases, Basic concept of “ Civil” and “ Criminal” Laws, Notary – public and court of Executive Magistrate and their functions, Protocol of the Court, Do’s and Don’t, Customer relation of the Law Clerk, Conception about Sec. 107 and sec. 144 of cr. P.c. Act and procedure of filing application under those two sections, appearance, time petition, Affidavit and its Method of preparation.
20	Typing practice in various types of forms and various court papers	<b>Bail :</b> Different types of Bail and procedure of filing Bail application, Types of Bail bond, Release Certificate.
21	Do	<b>Terms used in court :</b> Define “ Custody”, “police-custody”, “court custody”, “Jail - Custody”, “Charge - Sheet”, FRT/ Final Report, “G.R.O”, “FIR” “G.D”, “C.R” Case, “156 (3) CR.PC”, “Injunction”, “Temporary - Injunction”, “Interim relief”, “Interim - Order”, “Session Judge”, “Anticipatory Bail”, “A.P.P.”, “P.P”, “J.M”, “Munsiff”, “Legal Aid Service”, “Public Interest Case”.
22-23	Do	<b>SPECIMEN COPY OF :</b> Mutation application filled – in form, Conversion filled in form, Sketch Map to be attached with Deed, application form for C.S, R.S & L.R Searching certificate / parcha, Marriage application form (Act of

		1955) and (special Marriage), appearance petition, time petition, application u/s – 107, 144 of Driving License form, Bail petition copy u/s – 437 and 438 cr.P.C., Birth and Death Certificate application form, type of C.S, R.S & L.R Parcha.
24	<p>Customer Relationship Management (CRM) Training.</p> <p><b>CUSTOMER'S CARE SKILLS</b></p> <p>:</p> <p>Communicating clearly with smile, avoiding jargon and slang, greeting early asking permission to hold respecting customer on hold, explaining transferring, offering service, building relationship by personnel preference.</p> <p><b>CROSS OCCUPATIONAL SKILLS :</b></p> <p>Dealing with enquiries, complaint, problem solving, listening to the problem, expressing concern, apologizing, committing to help, clarifying the details summarizing and confirming providing total solution checking satisfaction and offering more.</p>	<p><b>CUSTOMER'S CARE SKILLS</b></p> <p><b>CROSS OCCUPATIONAL SKILLS :</b></p> <p>Individual and group behavior for Organizing and implementing, Communication and cooperation Application of mental Technique and learning methods</p> <p>Independency and Responsibility feeling</p> <p>Stress Bearing</p>
25	Revision	
26	Examination	



List of Tools & Equipment  
TRADE: PARA LEGAL ASSISTANT / MUNSHI

LIST OF TOOLS & EQUIPMENT

A. TRAINEES TOOL KIT FOR 20 + ONE TRAINEES

<b>SL. NO.</b>	<b>NAME</b>	<b>QUANTITY</b>
1	Computer( Latest specification)	10 Nos.
2	Laptop ( Latest specification)	01 No.
3	Computer Chair	20 Nos.
4	Computer Table	10 Nos.
5	UPS 500 KV	10 Nos.
6	Instructor Table & Chair	01 each
7	LCD Projector	01 No.
8	Scanner	01 No
9	Laser Printer with LAN facility	01 No.
10	Different type of Stamp Papers(Photocopy of stamp papers)	As required
11	Different type of forms	As required