



**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, KAMRUP(M)**

District & Sessions Judge's Court Campus, Panbazar, Guwahati - 1

Email id : dlsakamrupm@gmail.com

Contact No. : 69012-81635



**ADVERTISEMENT**

**DATED: 09.09.2024**

Applications are invited in standard form as published in Assam Gazette in Part IX from eligible candidates who are citizens of India for filing up of 01 (one) post of Receptionist Cum Data Entry Operator (contractual) in the Office of District Legal Services Authority, Kamrup (M), Assam as per Legal Aid Defence Counsel Scheme (Modified) 2022.

<b>Name of Post &amp; Mode of Recruitment</b>	<b>No. of Vacancy</b>	<b>Qualifications &amp; other skills required</b>	<b>Honorarium</b>
Receptionist Cum Data Entry Operator  Computer Skill Test followed by Interview	01 (one)	<b><u>Educational Qualification:</u></b> <ul style="list-style-type: none"><li>• Graduation in any Discipline,</li></ul> <b><u>Other skills required:</u></b> <ul style="list-style-type: none"><li>• Excellent verbal and written communication skills,</li><li>• Word and data processing abilities.</li><li>• The ability to work telecommunication systems (telephones, fax machines, switchboards etc)</li><li>• Proficiency with good typing speed</li></ul>	Rupees 18,000/- per month. (Subject to the provisions of LADC Scheme and further orders/instruction by the NALSA/ASLSA)

## **Terms and Conditions:**



1. Candidate must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India.
2. A candidate shall not be below 18 years of age and above 40 years in case of general candidates as on 09.09.2024. The upper age limit in case of candidates belonging to SC & ST category shall be 45 years and in case of candidates belonging to OBC/MOBC category shall be 43 years as on 09.09.2024. (As per Govt, of Assam, Deptt. Of Personnel O.M No. ABP.6/2016/51 dated 02/09/2020)
3. Candidates having work experience in the field of legal aid related matters shall be given preference.
4. The appointments shall be purely temporary and on contract basis and doesn't entitle the person to be regularized in Govt. Service.
5. After expiry of the contract period of 01(one) year, the contractual agreement automatically stands terminated unless renewed by competent authority.
6. The service may be extended after appropriate break in service, subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati.
7. The selected candidate shall be required to perform all the duties as mentioned in the LADCs (Modified) Scheme, 2022 in the district of Kamrup (M).



**8. The Candidates who applied vide advertisement dated 31.07.2024 vide Memo No DLSA/Kam(M)/2838-42/2024, Dated 31<sup>st</sup> July, 2024 for the post of Receptionist cum Data Entry Operator and whose applications have been accepted vide order dated 19.08.2024 vide Memo No. DLSA/Kam(M)/2963/2024, Dated 19.08.2024 are not required to re-apply and their earlier applications shall be considered valid for the fresh selection process.**

9. Duly filed applications in standard form as published in Assam Gazette Part IX along with self-attested photocopies of all the relevant testimonials (educational qualification certificate, computer education certificate, age proof document, Caste Certificate, updated Employment Exchange Registration Certificate, experience certificate, if any, etc) and 02 copies of recent passport photographs should be addressed to the District & Sessions Judge cum Chairman, District Legal Services Authority, Kamrup (M). The name of the post should clearly be mentioned at the top of the Envelope. Providing of contact number with valid email id is compulsory.

10. Applications will be received in the office of the District Legal Services Authority, Kamrup (M) by post or directly by hand on all working days on or before 05.00 P.M from 10-09-2024 till 19.09.2024. Applications received by post or by hand after 05:00 P.M of 19.09.2024 shall not be accepted under any circumstances. The undersigned shall not be responsible for any postal delay.

11. A candidate who is already in any other service shall apply through proper channel.



12. Incomplete applications will be summarily rejected without assigning any reason.

13. The undersigned reserves the right to cancel the advertisement and/or to modify any terms and conditions mentioned in the advertisement.

14. Canvassing directly or indirectly shall be liable for disqualification of the candidate.

15. List of eligible candidates, date, time, and venue of walk in interview and computer skill test shall be published in the official website of District Judiciary, Kamrup (M) – **<https://kamrupmetro.dcourts.gov.in>**.

16. Applicants/candidates are requested to visit the website i.e., **<https://kamrupmetro.dcourts.gov.in>** regularly for further information and updates. No individual call letters will be issued to the candidates for interview/viva voce, computer test, etc.

17. Candidates shall appear at the interview/ viva voce, computer test, etc at their own cost. No T.A/ D.A shall be admissible for the same.

gd-

District & Sessions Judge  
-cum- Chairman,  
District Legal Services Authority,  
Kamrup (M), Guwahati.



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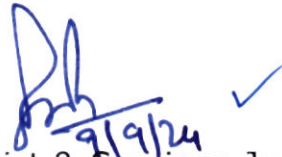
1. The DIPRO, Kamrup (M) with a request to publish the advertisement in at least two local daily newspapers (one in English and one in Assamese)

2. The System Officer, District & Sessions Judge, Kamrup (M) with a request to upload the advertisement in the official website of Kamrup (M) District Judiciary.

3. Notice Board of the O/O of the District & Sessions Judge, Kamrup (M)

4. Notice Board of the O/O of the District Legal Services Authority,  
Kamrup (M)

5. Office file.

  
District & Sessions Judge  
-cum- Chairman,  
District Legal Services Authority,  
Kamrup (M), Guwahati.

District & Sessions Judge  
-Cum Chairman  
District Legal Services Authority  
Kamrup (M)