

**OFFICE OF THE  
DISTRICT LEGAL SERVICES AUTHORITY,  
DISTRICT & SESSIONS JUDGE'S COURT COMPLEX,  
AMBASSA, DHALAI DISTRICT, TRIPURA.**

Email id- [dlsadhalai@gmail.com](mailto:dlsadhalai@gmail.com)

No. F.1A(31)-DLSA/DLI/ABS/ESTT/LADCS/2023-26/ 2338

Dated : 6<sup>th</sup> May, 2026

**ADVERTISEMENT NO - 01 OF 2026**

Applications are invited from the interested eligible persons having requisite qualifications for the appointment of the following posts on contractual basis initially for a period of 02 (two) years with a stipulation of further extension on yearly basis subject to satisfactory performance under the establishment of the District Legal Services Authority, Dhalai, Ambassa. The following are the posts for which applications are invited as per the scheme of Legal Aid Defence Counsel Scheme, 2022, read with notification vide No-F.1(48)-LAW/TLSA/AGT/ESTT/2022/2504-11 dated 26-04-2023 & F.1(48)-LAW/TLSA/AGT/ESTT/2022/2989 dated 30.03.2026 issued by the Tripura State Legal Services Authority, Agartala:-

SL No	Name of Post	No. of Post	Honorarium per month	Required Minimum Qualifications
1.	Office Assistants / Clerks	01	Rs. 15,000/-	<ul style="list-style-type: none"><li>• Educational Qualification: Graduation,</li><li>• Basic word processing skills and the ability to operate computer and skills to feed data,</li><li>• Good Typing speed with proper setting of petition,</li><li>• Ability to take dictation and prepare files for presentation in the Courts,</li><li>• File maintenance and processing knowledge.</li></ul>
2.	Reception-cum-Data Entry Operator (Typist)	01	Rs. 15,000/-	<ul style="list-style-type: none"><li>• Educational Qualification: Graduation,</li><li>• Basic word processing skills and the ability to operate computer and skills to feed data,</li><li>• Good Typing speed with proper setting of petition,</li><li>• Excellent verbal and Written Communication skills,</li></ul>

The total marks allotted for the selection process shall be **100 (hundred)**, to be distributed in the following manner:

- **50 (fifty) marks** for the Type/Skill Test; and
- **50 (fifty) marks** for the Personal Interview.

The Type/Skill Test shall be of **05 (five) minutes' duration**, during which candidates shall be required to type a passage comprising approximately **300 words/keystrokes**. Evaluation shall be conducted on the basis of both the **number of words/keystrokes typed** and the **accuracy thereof**, thereby assessing the candidate's speed and precision.

All eligible candidates shall, in the first instance, be required to undergo the Type/Skill Test designed to assess their proficiency in typing, including speed, accuracy, and overall efficiency. Only those candidates who achieve the prescribed qualifying standard in the said test shall be shortlisted for the Personal Interview.

For the purpose of the Personal Interview, candidates shall be shortlisted in the ratio of **1:10** (i.e., ten candidates against each vacancy), strictly on the basis of their performance in the Type/Skill Test. The shortlisted candidates shall thereafter be invited to appear for the Personal Interview, during which their **interpersonal skills, computer proficiency, and overall suitability** for discharging the duties and responsibilities of the post shall be comprehensively evaluated.

Eligible candidates for the posts of **Office Assistant/Clerk and Data Entry Operator** shall be required to appear for the Type/Skill Test and the Personal Interview. The **venue, date, and time** for the said test and interview shall be notified in due course through notices published on the **Notice Board** and the official website of the District & Sessions Judge Court, Dhalai District, Ambassa, (<https://dhalaitrp.dcourts.gov.in>).

The detailed scheme of engagement, along with the prescribed **Application Form**, may be downloaded from the official website of the District & Sessions Judge Court, Dhalai Judicial District, Ambassa (<https://dhalaitrp.dcourts.gov.in>), and shall also be available on the Notice Board of the office of the District & Sessions Judge Court, Dhalai District Ambassa,

The duly filled-in Application Form, along with **self-attested copies of all requisite documents**, must be submitted to the Office of the District Legal Services Authority, Ambassa, Dhalai District. Alternatively, candidates may send the same by **Speed Post** in a properly sealed envelope addressed to the said office.

The **last date for submission** of applications is **30.05.2026 up to 05:00 PM**. Applications received after the stipulated deadline shall not be entertained. **Incomplete applications are liable to be summarily rejected**. No **TA/DA** shall be admissible for appearing in any stage of the selection process.

**Note:** Submission of an application for engagement shall not confer any right or guarantee of appointment.

sd/-  
**(Sanjanlal Tripura)**  
District Secretary,  
District Legal Services Authority,  
Ambassa, Dhalai District.

**APPLICATION FOR THE POST OF OFFICE ASSISTANT/CLERK, & DATA ENTRY OPERATOR**

**To,  
The Ld. District Secretary,  
District Legal Services Authority,  
Dhalai District, Ambassa.**

Self Attested  
Recent  
Passport Size  
Colour Photo.

**Subject: Application for the post of \_\_\_\_\_.**

Ref: Your Advertisement dated \_\_\_\_\_ published in  
\_\_\_\_\_ dated \_\_\_\_\_ inviting applications for the post.

**Sir,**

With reference to above, I would like apply for the post of \_\_\_\_\_ under the District Legal Services Authority, Dhalai District, Ambassa. The necessary particulars of my candidature are as follows :

- 1) Applicant's Name (Block letters) :-
- 2) Mother's Name :-
- 3) Father's Name :-
- 4) Age (As on 30.05.2026) :-
- 5) Gender :-
- 6) Residential Address :-
  
- 7) Mobile No :-
- 8) Whats app No :-
- 9) E-mail ID :-
- 10) Educational Qualification :-
  
- 11) Technical Qualification (Computer Application) :-
  
- 12) Working Experience (if any) :-
  
- 13) List of documents to be attached :-
  - a) Educational qualification certificates.
  - b) Photo Identity Card, Address Proof.
  - c) Computer Certificates.
  - d) PRTC.

All the documents submitted shall be self attested.

**DECLARATION**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge. I am aware of the fact that my candidature is liable to be cancelled if any piece of information provided by me in the application is found to be incorrect or false. I declare that all the information furnished by me is true and I also fulfill the eligibility criteria.

Place :

Date:

Signature