



GOVT. OF ASSAM
OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
KARIMGANJ.

No. DLSA(K)/2024/

Dated Karimganj, the 13th August, 2024.

ADVERTISEMENT NO. 02/2024

FOR WALK-IN-INTERVIEW

Dated: 13.08.2024

A Walk-in-interview for recruitment of 03 (Three) Nos. of vacant posts of Office Assistant (on contractual basis) , 01 (One) No. of vacant post of Receptionist –cum- Data Entry Operator (Typist) (on contractual basis) and 03 (Three) Nos. of vacant post of Office Peon (on contractual basis) under DLSA, Karimganj will be held on 21.08.2024 from 10:30 AM onwards in the office of the Chairman, DLSA, Karimganj. Interested Candidates are to appear at 09:30AM on 21.08.2024 at DLSA, Karimganj with duly filled-up Standard form (Assam Gazette Part-IX) along with self attested copies of requisite qualification certificate including computer certificate (Where applicable) and 02 (two) copies of recent passport size photograph as mentioned below. Moreover candidates are to bring their all original testimonials for verification on the date of walk-in-interview.

Sl. No.	Name of Post	No. of Vacancy	Pay	Category	Age Limit	Educational Qualification
01	Office Assistant (on contractual basis)	03 (three) Nos.	Rs. 18,000/- (Fixed pay per month)	Open	18 years to 40 years as on 01-01- 2024 (Age Relaxation as per Govt. rules)	Graduation in any discipline from any recognized University along with 06 (Six) months diploma/certificate course in computers with proficiency in MS Office, Internet and Email. Candidate should also possess good verbal and written communication skills, and ability to





						work in telecommunication systems.
02	Receptionist -cum- Data Entry Operator (Typist) (on contractual basis)	01(One) No.	Rs. 18,000/- (Fixed pay per month)	Open	18 years to 40 years as on 01-01-2024 (Age Relaxation as per Govt. rules)	Graduation in any discipline from any recognized University along with 06 (six) months diploma/certificate course in computers with proficiency in MS Office, Internet and email. Candidate should have the ability to take dictation and prepare files for presentation in the courts
03	Office Peon (on contractual basis)	03 (three) Nos.	Rs. 12,500/- (Fixed pay per month)	Open	18 years to 40 years as on 01-01-2024 (Age Relaxation as per Govt. rules)	Class VIII pass. Candidates who have passed HSSLC or above shall be ineligible to apply.

General terms and conditions:

1. The candidate must be an Indian citizen as defined in Article 5 to 8 of the Constitution of India.
2. The appointment shall be purely temporary and on contractual basis and does not entitle the person for being regularized in Govt. Service.
3. After expiry of contract period of 01 (one) year, the contract agreement will automatically stands terminated.
4. 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.
5. The candidates for the post of Receptionist -cum- Data Entry Operator and Office Assistant



shall also possess good typing speed with proper drafting qualities, file maintenance and processing knowledge. There will be 25 marks for Computer skill test and 100 marks for Viva-voce totaling 125 marks, out of which 40% (i.e. 50) will be the qualifying marks for the above mentioned posts. For the post of Peon there will only be Viva-voce comprising of 100 marks out of which 40% (i.e. 40) will be qualifying marks.

6. If any candidate is found at any stage to have suppressed his/her educational qualification or given any wrong information at the time of applying for the post, his/her candidature shall be liable to be rejected, summarily without assigning any reason.
7. The contact numbers and email id (if any) must be provided in the application.
8. It is to be mentioned at the top of the envelope containing the application "**APPLICATION FOR THE POST OF OFFICE RECEPTIONIST-CUM-DATA ENTRY OPERATOR**" by candidates intending to apply for the post of Receptionist -cum- Data Entry Operator, "**APPLICATION FOR THE POST OF OFFICE ASSISTANT**" by candidates intending to apply for the post of Office Assistant and "**APPLICATION FOR THE POST OF OFFICE PEON**" by candidates intending to apply for the post of Office Peon.
09. Details of Selection procedure is as mentioned below:-

Sl. No.	Name of Post	Procedure of Selection
1.	Receptionist -cum- Data Entry Operator (Typist)	Computer Skill test to be followed by viva-voce/interview. Engagement will be initially for 01 (one) year.
2.	Office Assistant	Computer Skill test to be followed by viva-voce/interview. Engagement will be initially for 01 (one) year.
3.	Office Peon	Walk-in-Interview Engagement will be initially for 01 (one) year.

10. Final Results will be published in the official website of Karimganj District Judiciary.
11. All the applicants are advised to visit the official website frequently.
12. Canvassing directly or indirectly shall disqualify a candidate.
13. No TA/DA will be admissible to the candidates.

Sd/-
District & Sessions Judge-Cum-
Chairman,
District Legal services Authority,
Karimganj



Memo No: DLSA(K)/2024/546-A.

Dated Karimganj the 13th August, 2024.

Copy for information and necessary action to:-

1. The Learned Member Secretary, Assam State Legal Services Authority, Guwahati.
2. The Notice Board, District Legal Services Authority, Karimganj.
3. The D.I.P.R.O., Karimganj. He is requested to take necessary steps for publishing this advertisement in atleast one locally circulated daily news paper.
4. The Systems Officer, O/o. District & Sessions Judge, Karimganj. He is directed to upload the advertisement in the official website.
5. Notice Board, O/o. District Legal Services Authority, Karimganj.
6. Notice Board, O/o. District & Sessions Judge, Karimganj.
7. Notice Board, O/o. Chief Judicial Magistrate, Karimganj.
8. Office file.

Rm

District & Sessions Judge-Cum-
Chairman,
District Legal services Authority,
District & Sessions Judge Karimganj
Chairman
District Legal Services Authority
Karimganj

13.8.24