

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY :: NAGAON (ASSAM)

ADVERTISEMENT

Applications are invited in Standard Form from intending candidates for filling up the following vacant post on contractual basis under the LADCS Modified Scheme 2022, in the establishment of District Legal Services Authority, Nagaon.

Sl No.	Name of the post	No. of Vacant Post	Pay	Category	Age Limit	Educational Qualification
01.	Receptionist -cum- Data Entry Operator (on contractual basis)	1 nos.	Rs. 18,000/- (Fix pay per month)	Unreserved	18 years to 40 years as on 01.01.2024 (Relaxation as per Govt. rules)	Graduation in any stream from a recognized University along with a 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.	Office Assistant (on contractual basis)	1 nos.	Rs. 18,000/- (Fix pay per month)	Unreserved.	-Do-	Graduation in any stream from a recognized University along with a 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.	Peon (on contractual basis)	1 nos.	Rs. 12,500/- (Fix pay per month)	Unreserved.	-Do-	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 contractual agreement will automatically stand terminated.
4. The service may be extended after appropriate break in service, subject to the approval of the Hon'ble Chairman, District Legal Services Authority, Nagaon.
5. The candidates for Receptionist –cum- data Entry Operator and Office Assistant shall also possess good typing speed with proper drafting qualities, file maintenance and processing knowledge.
6. If any candidate is found to have suppressed his educational qualification or given any wrong information at the time of applying for the post, his candidature shall be liable to be rejected, summarily without assigning any reason.
7. The last date of receipt of application is 10 (ten) days from date of publication of the advertisement. The office shall not be liable for any postal delay.
8. Duly filled applications on Standard Form of application (Assam Gazette Part IX) along with self attested photocopies of all the relevant testimonials and 02 (two) copies of recent passport size photographs should be addressed to **The Secretary, District Legal Services Authority, Nagaon, Room No. 63, 4th Floor Judicial Court Building, Nagaon, Assam, Pin-782001** .
9. Contact numbers and email id (if any) must be provided in the application. If mobile numbers are not provided the candidature will be rejected.
10. The applicants have to deposit their application in a sealed envelope in the **"DROP BOX"** provided for the purpose in front of the premises of the office of the **Secretary, District Legal Services Authority, Nagaon, Room No. 63, 4th Floor Judicial Court Building, Nagaon, Assam, Pin-782001**. Applicants may also send their applications through post at the same address. The office shall not be liable for any postal delay.
11. The applicant must mention at the top of the envelope containing the application **"APPLICATION FOR THE POST OF OFFICE RECEPTIONIST –CUM- DATA ENTRY OPERATOR"** for candidates intending to apply for the post of Receptionist –cum- Data Entry Operator, **"APPLICATION FOR THE POST OF OFFICE ASSISTANT"** for candidates intending to apply for the post of Office Assistant and **"APPLICATION FOR THE POST OF PEON"** for candidates intending to apply for the post of Peon.
12. The eligible candidates for all the posts shall have to appear for viva-voca. The candidates short listed in the viva-voca for the post of Receptionist –cum- data Entry Operator and Office Assistant shall also appear for skill test (Computer).

13. The list of eligible candidates will be uploaded in the official website of Nagaon Judiciary (*nagaon.dcourts.gov.in*) with the date of interview and skill test and intimated on their respective mobile phones.
14. No separate call letter will be issued from this office.
15. All other information relating to recruitment process (including final results) will be published in the official website of Nagaon District Judiciary.
16. All the applicants are advised to visit the official website frequently.
17. Canvassing directly or indirectly shall disqualify a candidate.
18. No TA/DA will be admissible to the candidates.

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District & Sessions Judge -cum-Chairman,
District Legal Services Authority,
Nagaon, Assam.

Memo No. DLSA-N/2024/1641-49

Dated Nagaon, the 15th June, 2024.

Copy for information to

1. The Hon'ble Member Secretary, ASLSA, Guwahati, for information.
2. The Asstt. Director of Employment, District Employment Exchange, Nagaon for wide publicity of this advertisement.
3. The DIPRO, Nagaon, with a request for publication of the advertisement in 1 (one) widely circulated local Assamese Newspaper, and in 1 (one) widely circulated local English Newspaper immediately.
- ✓ 4. The System Officer, O/o The District & Sessions Judge, Nagaon, to upload in the official website of Nagaon District Judiciary.
5. The Notice Board, O/o The District & Sessions Judge, Nagaon.
6. The Notice Board, O/o The Chief Judicial Magistrate, Nagaon.
7. The Notice Board, O/o The District Legal Services Authority, Nagaon.
8. The Notice Board, O/o The District Commissioner, Nagaon.
9. Office File.

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District & Sessions Judge -cum- Chairman,
District Legal Services Authority,
Nagaon, Assam.

District & Sessions Judge
-Cum-
Chairman,
District Legal Services Authority
Nagaon : Assam @ 15.06.24