

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY :: GOLAGHAT

:: জিলা আইন সেৱা প্ৰাধিকৰণ, গোলাঘাট ::

1st Floor, District Judicial Courts & Offices, Golaghat, Assam - 785621.

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ADVERTISEMENT

Dated 13th June, 2024.

Inviting applications in Standard Form from the intending candidates for Contractual Engagement in the following posts in the office of the Legal Aid Defense Counsel System, Golaghat, as per the LADCS Modified Scheme, 2022 of NALSA:

Sl. No.	Name of the Post	No. of Post	Selection Criteria	Monthly remuneration
1.	Office Assistant (Contractual- Initially for one year)	1 No.	Interview followed by Computer Skill Test	Rs. 18,000/- (Fixed Pay)
2.	Receptionist -cum- Data Entry Operator (Contractual- Initially for one year)	1 No.	Interview followed by Computer Skill Test	Rs. 18,000/- (Fixed Pay)
3.	Peon (Contractual- Initially for one year)	1 No.	Interview	Rs. 12,500/- (Fixed Pay)

N.B. Salary as per Guidelines on LADCS Modified Scheme, 2022 of NALSA for Class-A towns.
(Population more than 10 lacs).

The last date for submission of application forms is 29th June, 2024.

Details of the post and general information can be downloaded from the official website
of District Judiciary, Golaghat. (<https://golaghat.dcourts.gov.in>)


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

Memo No.DLSA/GLT/2024/ 1190 - 1193

Dated Golaghat the 13th June, 2024.

Copy to:

1. The Member Secretary, Assam State Legal Services Authority, Guwahati, Assam, for his kind information.
2. The DIPRO, Golaghat, is requested to publish the Advertisement in 1 (one) leading vernacular Daily Newspaper and in 1 (one) leading English Daily Newspaper.
3. The Systems Officer, O/o the District & Sessions Judge, Golaghat for uploading the Advertisement in the District Judiciary, Golaghat website.
4. The Notice Board of District Judiciary, Golaghat.
5. Office File.


District & Sessions Judge-cum-
Chairman-
District Legal Services Authority,
Golaghat

1. Details for the post of Office Assistant (Contractual):

01	Name of Post	Office Assistant (Contractual)
02	No. of Post	01 (one)
03	Remuneration	Rs. 18,000/- (Rupees Eighteen Thousand only) per month (fixed).
04	Qualification	<ul style="list-style-type: none"> • Educational Qualification :- Graduation. • Basic word processing skills and the ability to operate computer and skills to feed data. • Good typing speed with proper setting of petition. • Ability to take dictation and prepare files for presentation in the Courts. • File maintenance and processing knowledge.
05	Mode of Recruitment	Interview followed by Computer skill test.
06	Tenure	Initially for a period of 01 (one) year
07	Age	Minimum : 21 years Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rule

2. Details for the Post of Receptionist –cum- Data Entry Operator (Contractual):

01	Name of Post	Receptionist –cum- Data Entry Operator (Contractual)
02	No. of Post	01 (one)
03	Remuneration	Rs. 18,000/- (Rupees Eighteen Thousand only) per month (fixed).
04	Qualification	<ul style="list-style-type: none"> • Educational Qualification :- Graduation. • Excellent verbal and written communication skills, • Word and data processing abilities. • The ability to work in telecommunication systems (telephones, fax machines, switchboards etc.) • Proficiency with good typing speed.
05	Mode of Recruitment	Interview followed by Computer skill test.
06	Tenure	Initially for a period of 01 (one) year
07	Age	Minimum : 21 years Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rule

3. Details for the post of Peon (Contractual):

01	Name of Post	Peon (Contractual)
02	No. of Post	01 (one)
03	Remuneration	Rs. 12,500/- (Rupees Twelve Thousand & Five Hundred only) per month (fixed).
04	Qualification	Educational Qualification: - Minimum Class VIII Passed but not above HSSLC.
05	Mode of Recruitment	Interview
06	Tenure	Initially for a period of 01 (one) year
07	Age	Minimum : 18 years Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rule

General Instruction for Candidates:

- 1) Candidates must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India.
- 2) Candidates serving in Govt. Department should bring /submit their application through proper channel.
- 3) The intending applicant shall fill up the Standard Form in his/her own hand legibly and shall annex relevant testimonials regarding his/her Age, Educational Qualification, Cast, Valid Employment Exchange Registration Card, Certificate of Computer Application, Nationality etc. The top of the envelope containing the application shall be highlighted in BOLD LETTERS writing the name of the Post applied for. The application form shall be affixed with Two Passport Size Photographs (One Photograph to be pasted on the place assigned in the Form and the other should be stapled carefully so that the face of the candidate is not affected in the photograph).
- 4) The applications should be addressed to `The District & Sessions Judge-cum-Chairman, District Legal Services Authority, Golaghat. First floor of District Judicial Courts & Offices, Golaghat, Pin- 785621, Assam' on or before **29th June, 2024**.
- 5) The applicant shall mention their **contact numbers** in the application, without fail. Application without contact number will be disqualified.
- 6) The list of eligible candidates along with date of interview shall be uploaded in the official website of District Judiciary, Golaghat (<https://golaghat.dcourts.gov.in>). No separate call letters will be issued. Applicants are requested to refer to the official website.
- 7) If any candidate is found to have suppressed his educational qualifications or to have given wrong information, at the time of applying for job or later on, his/her candidature shall stand rejected without any information to him/her with immediate effect and may also be liable to Criminal Prosecution as per law.