



**OFFICE OF THE
DISTRICT LEGAL SERVICES AUTHORITY :: BAKSA :: MUSHALPUR**

Address: District Judicial Court Complex, Baksa, Pin- 781372
Mobile No.: 69012 81619, Email: secretarydlsabaksa@gmail.com

ADVERTISEMENT

Dated, Mushalpur, the 24th of June, 2024

Applications are invited in Standard Form as published in Assam Gazette in Part IX from the eligible candidates who are citizens of India as defined in Articles 5 and 8 of the Constitution of India for engagement of 01 (one) number of Receptionist-cum-Data Entry Operator in the Office of the Legal Aid Defence Counsel System (LADCS), Baksa under District Legal Services Authority, Baksa at Mushalpur. The engagement shall be purely on contractual basis which will be for a period of 01 (one) year. The Contract period may be extended depending upon requirement and performance which shall be subject to the approval of the Assam State Legal Services Authority, Guwahati-01.

The terms and conditions for the above engagements, minimum requisite qualifications, honorarium etc. are as follows:

Sl No.	Name of Contractual Engagement	Number of vacancy	Qualification	Honorarium
1	Receptionist-cum-Data Entry Operator	1 (One)	<ul style="list-style-type: none">Graduate (In any stream).Minimum 6 months Diploma in Computer Applications.Age criteria: Minimum Age: 18 years and Maximum age: 40 years as on 30-04-2024.	Rs.18,000/- (Rupees Eighteen Thousand) only per month.

Selection Procedure: For 1 (one) No. of Receptionist-cum-Data Entry Operator, all accepted applicants will be called for to appear in a Computer Skill Test. The Selected Candidates from the Computer Skill Test will be called for an interview/ Viva Voce. The final merit list will be prepared on the basis of the sum total of marks obtained in the Computer Skill Test and Interview/Viva Voce.

How to apply: Candidates are required to submit their Applications directly to the Office of the District Legal Services Authority, Baksa at Mushalpur.

Other Terms and Conditions:

1. Candidates must submit self-signed copies of relevant testimonials/certificate regarding educational qualification, age, employment exchange registration card, experience certificate (if any), and two recent passport sized photographs along with the application.
2. Candidates are required to provide their phone number (preferably Whatsapp No.) and E-mail ID in the application form without fail.
3. A candidate who is already engaged in any sector (Both Govt. and Private) shall have to apply through proper channel.
4. Original certificates / all other supporting documents will be verified/ scrutinized at the time of Interview.
5. The application should be addressed to the **District & Sessions Judge-cum-Chairman, District Legal Services Authority, Baksa at Mushalpur.**
6. The last date fixed for receipt of applications is 09/07/2024 till 04:00 PM. Candidates are required to submit their applications in the Drop Box set up for the purpose in the Office of District Legal Services Authority, Baksa. The postal address of the office is "**DISTRICT LEGAL SERVICES AUTHORITY, BAKSA, DISTRICT JUDICIAL COURT COMPLEX, BATHOUPHURI, 1 NO. KATLIGAON, MUSHALPUR, BAKSA, PIN-781372, ASSAM**". This Authority will not be responsible for any postal delay. No application shall be received after 04:00 PM of 09/07/2024 (in any mode).
7. Incomplete and unsigned applications will be rejected without assigning any reason thereof.
8. No TA/DA shall be admissible to the candidates for appearing in the Interview.
9. Candidates must mention prominently the name of post applied for on the right-hand corner of the envelope containing the application.
10. Canvassing directly or indirectly shall be liable for disqualification of the candidate.
11. The decision of the Selection Committee set up for the recruitment of 1 Receptionist-cum Data Entry Operator in the Office of the LADCS, Baksa shall be final in respect of any dispute; if arises out of the recruitment process.
12. The Selection Committee retains the right to correct any inadvertent or typographical error, in the advertisement.
13. List of eligible candidates and other information relating to the recruitment process will be uploaded in the official website of Baksa District Judiciary i.e. <https://baksa.dcourts.gov.in/>. No individual calling letters will be issued for the

Interview. Candidates are advised/ suggested to visit the given website regularly for updated information.

14. Information submitted by an applicant in his/her application will bind the candidate and if found to be false, his/her candidature will be cancelled.

15. All other conditions/ matters which are not specifically provided herein shall be decided by the Selection Committee in due course of time.

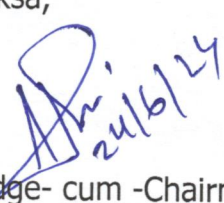
Sd/ —

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

Memo No. DLSA/BAK-57/2023/306-312-A Dated: Mushalpur, the 24th of June, 2024

Copy forwarded to-

1. The Member Secretary, Assam State Legal Services Authority, Guwahati for information.
2. The District Information and Public Relation Officer, Baksa with a request to publish the advertisement in 2 (Two) leading daily newspapers (Assamese and English) immediately.
- ✓ 3. The System Assistant, District Judiciary, Baksa ,Mushalpur to upload this advertisement in the official website of Baksa District Judiciary.
4. The Notice Board, Office of the District & Sessions Judge, Baksa,
5. The Notice Board, Office of the Chief Judicial Magistrate, Baksa,
6. The Notice Board, District Legal Services Authority, Baksa,
7. The Notice Board, District Bar Association, Baksa,
8. Office file.


District & Sessions Judge- cum -Chairman,
District Legal Services Authority, Baksa
cum-Chairman, District Legal
Service Authority Baksa