

No. DLSA(S)

Dated, Tezpur the 06<sup>th</sup> June, 2024

**ADVERTISEMENT**

**Dated 06<sup>th</sup> June, 2024**

Inviting application in Standard Form from the intending candidates for Contractual engagement in the following post in the Office of Legal Aid Defense Counsel System, Sonitpur, as per the LADCS Modified Scheme, 2022 of NALSA:

Sl. No.	Name of Post	No. of Post	Selection Criteria	Monthly Salary
1.	Receptionist -cum- Data Entry operator (Contractual)	01 No.	Walk-in- interview followed by Computer Skill Test.	Rs. 18,000/- (Fixed pay)

**N. B.** Salary as per NALSA Guideline on LADCS Office for Class - A towns. (Population more than 10 lacs)

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



(D. Bhattacharjee)

District & Sessions Judge -Cum- Chairman,  
District Legal Services Authority,  
Sonitpur, Tezpur

Memo No. DLSA(S) 1179-85

Date 06 / 06 / 2024

Copy to:

1. The Member Secretary, Assam State Legal Services Authority, Guwahati, Assam
2. The DIPRO, Sonitpur, Tezpur, with a request to publish the advertisement in 02 (two) leading Daily Newspapers (English and Assamese) immediately.
3. The System Officer, O/o. the District & Sessions Judge, Sonitpur, Tezpur for uploading in the official website of Sonitpur Judiciary.
4. The Notice Board of the O/o. The District & Sessions Judge, Sonitpur, Tezpur
5. The Notice Board of the O/o. The District Commissioner, Sonitpur, Tezpur
6. The Notice Board of the O/o. The District Legal Services Authority, Sonitpur, Tezpur
7. The office file.

(D. Bhattacharjee)

District & Sessions Judge -Cum- Chairman,  
District Legal Services Authority,  
Sonitpur, Tezpur

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

1.	Name of Post	Receptionist -cum- Data Entry operator (Contractual)
2.	No. of Post	01 (one)
3.	Salary	Rs. 18,000/- (Rupees Eighteen Thousand only) per month
4.	Qualification	<ul style="list-style-type: none"><li>• Educational Qualification :- Graduation</li><li>• Knowledge in Basic Computer Applications like MS Office, Word, Excel, Power Point, DTP (English &amp; Assamese) and Internet etc.</li><li>• Excellent verbal and written communication skills.</li><li>• Word and data processing abilities.</li><li>• Ability to work telecommunication systems (telephone, fax machines, switchboards etc).</li><li>• Proficiency with good typing speed.</li></ul>
5.	Mode of Recruitment	Walk -in- Interview followed by Computer Skill Test.
6.	Tenure	02 (two) years
7.	Age	Minimum : 18 years Maximum : 40 years as on the 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 must have registered their names in the Employment Exchange and the Registration numbers along with the date must be mentioned in their applications.
3. Candidates serving in Govt. Department should submit their application through proper channel.
4. The application with attested copies of all testimonials regarding Educational Qualification, Age, Caste, Valid Employment Exchange Registration Card, [Certificate/Diploma in Computer Application etc.] along with 3 (three) copies of recent passport size photographs duly signed by the candidate on the reverse side should reach the Office of the undersigned on or before 20-06-2024.
5. The applicants shall mention their mobile no. in the application, without fail. Application without Mobile Number will be disqualified.
6. The last date of receipt of application is **20-06-2024**. No application will be entertained after the last date.

7. The list of eligible candidates along with date of interview shall be uploaded in the official website of Sonitpur District Judiciary in due course. (<https://sonitpur.dcourts.gov.in>) No separate call letters will be issued. Applicants are requested to refer to the official website.
8. Examination Centre: Tezpur (Date & Venues will be informed in the official website).
9. No TA/ DA will be admissible to the candidates for attending the recruitment process.
10. Application received late or without proper supporting documents or without passport size photograph or without Mobile Number or unsigned or incomplete will be summarily rejected.
11. Canvassing directly or indirectly shall disqualify a candidate.
12. The application should be addressed to:  
The District & Sessions Judge -cum- Chairman,  
District Legal Services Authority,  
Sonitpur, Tezpur.



  
**(D. Bhattacharjee)**  
District & Sessions Judge -Cum- Chairman,  
District Legal Services Authority,  
Sonitpur, Tezpur.  
District Legal Services Authority,  
Sonitpur, Tezpur.  
OCT 06/24