



**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
KARBI ANGLONG:: DIPHU**



**Office Address : O/o the District & Sessions Judge, Karbi Anglong
Karbi Anglong District Judiciary Campus, Diphu, Pin : 782460
Karbi Anglong, Assam
Email- dlsa.djka@gmail.com
Contact : 6901281636**

Memo No: DLSA/KA/2024/819

Dated Diphu the 25th July'2024

ADVERTISEMENT NO. 04/2024


Dated: 25.07.2024

Applications are invited in Standard Form from eligible candidates for filling up the following posts purely on contractual basis in the Office of the LADCS under the establishment of DLSA, Karbi Anglong initially for a period of one year as per NALSA Legal Aid Defense Counsel Modified Scheme 2022.

SL. No.	Name of Post	No. of Post	Qualification	Remuneration	Type of test
1.	Office Assistant	02	Graduate in any discipline and must have computer knowledge	Rs. 15,000/- (per month)	Viva-voce
2.	Receptionist-cum- Data Entry Operator (Typist)	01	Graduate in any discipline and must have computer knowledge	Rs. 15,000/- (per month)	Viva-voce
3.	Office Peon	02	Class VIII passed but below H.S	Rs. 10,000/- (per month)	Viva-voce

Eligibility Criteria

- i. The candidate must be an Indian citizen as defined in Article 5 to 8 of the Constitution of India.
- ii. The candidate must be a graduate from any discipline for the post of Office Assistant and Receptionist –cum- Data Entry Operator (Typist). For the post of Peon, candidate must be Class-VIII passed but below Higher Secondary.


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- iii. The candidate for the post of Office Assistant should have 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.
- iv. The candidate for the post of Receptionist –cum- Data Entry Operator should have excellent verbal and written communication skills, word and data processing abilities, the ability to work telecommunication systems (telephone, fax machines, switchboards etc.), proficiency with good typing speed.
- v. A candidate shall not be less than 18 years and upper age limit is 38 years in case of general category. The upper age limit relaxation is 5 years for SC/ST candidates; 3 years for OBC/MOBC candidates.
- vi. Application with self-attested copies on all testimonials regarding Educational qualification, computer certificate, age proof etc. along with 3 recent passport size photographs duly signed by the candidate on the reverse side can be sent through speed post or in an envelope personally in the "Office of the District Legal Services Authority, Karbi Anglong District Judiciary campus, Karbi Anglong, Diphu, Pin 782460" on or before 5th August, 2024 by 17:00 hours. Application shall be addressed to the **Chairman, District Legal Services Authority, Karbi Anglong, Diphu**. No application shall be entertained after the last date.
- vii. The candidate must have registered his/her name in any of the Employment Exchange in Assam.
- viii. List of eligible candidates with date of interview, venue etc. shall be uploaded in the Official Website of District Judiciary, Karbi Anglong i.e <https://district.ecourts.gov.in/karbianglong> in due course of time. No. Separate call letters will be issued.
- ix. Candidates shall appear at the interview, computer proficiency test etc. at their own cost. No. T.A./D.A. will be admissible for the same.


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- x. Canvassing directly or indirectly will disqualify the candidature.
- xi. Posts are purely temporary, for one year only.

TERMS AND CONDITIONS

- i. The applicant must clearly mention on the envelop against the post he/she has applied for.
- ii. The Selection Board will not be responsible for any postal delay in delivering the applications and those applications will be summarily rejected without any notice.
- iii. The list of the eligible candidates and list of rejected candidates will be uploaded in the official website of Karbi Anglong District Judiciary.
- iv. No individual call letter will be sent to the eligible candidates. They will be communicated via e-mail and SMS. However, the list of candidates to be called for Personal interview/Viva-voice will be uploaded in the official website of Karbi Anglong district judiciary and candidates may download the same from the official website.
- v. The selection board reserves the right of cancellation, modification or alteration of the advertisement at any point of time.


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Copy for information and necessary action to:-

1. The Member Secretary, *Assam State Legal Services Authority*, Guwahati.
2. The Notice Board, *District Legal Services Authority*, Karbi Anglong, Diphu.

3. The System Officer of the establishment of the District & Sessions Judge, Karbi Anglong. He is directed to upload the advertisement in the official Website.

4. Office copy.


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District **Chairman** Judge
District Legal Services Authority,
Karbi Anglong,
Diphu, Karbi Anglong

P. P. Das
25.07.24