



OFFICE OF THE
DISTRICT LEGAL SERVICES AUTHORITY, MORIGAON
জিলা আইন সেৱা প্ৰাধিকৰণ,
:::: মৰিগাঁও (অসম) ::::



Email: dlsa-morigaon@nic.in :::: Mobile No.: 6901281641 ::::



CORRIGENDUM
Dated 06th July, 2024

Important Dates

Sl. No.	Description	Last Date & Time
1.	Submission of offline application starts from	06-07-2024, 10:00 AM
2.	Last date for submission of offline application	12-07-2024, 04:30 PM

- In partial modification to this office's Advertisement published vide memo no.: DLSA(M)/2024/675-679 dated 30-05-2024, applications are hereby invited from eligible candidates in Standard Form as published in Assam Gazette in Part IX for filling up the following post (**Contractual**) in the office of the LADCS under the establishment of District Legal Services Authority (DLSA), Morigaon as per NALSA Legal Aid Defense Counsel Modified Scheme, 2022. The engagement shall be **purely on Contractual basis** which will be for a period of **01 (one) year**.

The terms and conditions for engagement, requisite educational qualifications, honorarium etc. are stated below:

Sl. No.	Name of post	No. of Post	Educational Qualification	Honorarium
03.	Receptionist -cum-Data Entry Operator	01 (one) (contractual)	1. Candidates must be a graduate in any discipline. 2. Minimum Six months diploma certificate in computer application with proficiency in MS Office, Internet & Email.	Rs.15,000/- per month (Fixed)

"The applicants who have already applied for the post of Office Assistant, their application will also be considered for both posts, i.e. Office Assistant & Receptionist-cum-Data Entry Operator and therefore they need not apply separately for the above mentioned post of Receptionist-cum-Data Entry Operator".

2. DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION:

- Latest employment exchange certificate.
- Self attested photocopies of certificates, mark sheets in support of their educational qualification, age, caste, experience etc.
- 3 (three) copies of recent Passport size photographs.
- Candidates have to mention their **Contact Number** at the bottom of the Application Form.

*Incomplete Applications and Applications received after **last date** will be summarily rejected.*

3. SELECTION PROCESS:

On the basis of documents relating to experience & qualification, candidates shall be shortlisted. The names of those shortlisted candidates shall be published in our official website <http://morigaonjudiciary.gov.in>. **No individual call letters shall be issued to the shortlisted candidates.**

The Selection procedure, date, time and venue of the examination shall be notified in due course only through our Official Website.

4. HOW TO APPLY:

1. Candidates are required to submit their applications in the **Drop Box** placed at the office of the District Legal Services Authority, Judicial Court, Morigaon.
2. **The last date of submission of application form is 12-07-2024 (Friday).**


5. GENERAL TERMS AND CONDITIONS:

1. Candidates must be an Indian Citizen as defined under Article 5 to 8 of the Constitution of India.
2. Candidates must not be less than 18 years and more than 40 years of age as on 01-01-2024, however, age relaxation for candidates belonging to SC/ST/OBC and specially abled persons will be as per Govt norms.
3. The envelope containing the application form should be super scribed the name of the post, eg. **"APPLICATION FOR THE POST OF RECEPTIONIST-CUM-DATA ENTRY OPERATOR"** and the same should be addressed to **"THE SECRETARY, DISTRICT LEGAL SERVICES AUTHORITY, JUDICIAL COURT, MORIGAON, ASSAM, PIN-782105"**.
4. Application submitted in any other mode such as by post, email etc. except as indicated above will be summarily rejected without any communication.
5. Incomplete applications and application received after due date shall be summarily rejected.
6. No fee is required to make application for the aforementioned post.
7. The engagement shall be purely on contractual basis for one year from the date of appointment and does not entitle the person for being regularized in Government Service. After expiry of the contract period of 01 (one) year, the contractual engagement shall automatically stand terminated.
8. The candidate must bring all documents and testimonials in ORIGINAL at the time of viva-voce.
9. Canvassing directly or indirectly shall result in disqualification of the candidate.
10. No TA/DA will be provided for appearing in the selection test.
11. All other matters which are not specifically provided in this advertisement shall be as decided by the selecting/appointing authority.
12. Candidates are requested to visit official website of Morigaon District Judiciary i.e. **"<http://morigaonjudiciary.gov.in>"** regularly for examination related information.


District & Sessions Judge-cum-
Chairman, D.L.S.A, Morigaon

Copy to (for kind information and necessary action):

1. The Hon'ble Member Secretary, ASLSA, Guwahati, Assam for kind information.
2. The District Employment Exchange Officer, Morigaon for wide publicity.
3. The District Information & Public Relations Officer, Morigaon with a request to take necessary steps to publish this advertisement in two widely circulated Assamese and English newspaper.
4. The Systems Officer, District Judiciary, Morigaon with a request to upload this advertisement in the official website of this District Judiciary under the title of :: **Corrigendum for appointment of Receptionist-cum-Data Entry Operator (contractual) under DLSA, Morigaon::**
5. The Notice Board of District Judiciary, Morigaon (Assam).
6. Office File.


District & Sessions Judge-cum-
Chairman, D.L.S.A, Morigaon

Chairman
District Legal Services
Authority, Morigaon