

OFFICE OF**THE DISTRICT LEGAL SERVICES AUTHORITY, BISWANATH.**

Add.: District Judicial Court Campus, Biswanath, Biswanath Chariali, PIN: 784176

e-mail : dlsabiswanath@gmail.com :: Contact no. : (+91) 6901281620DLSA(BN) I/24/ 2201 Dated, the Biswanath Chariali 08 / 08/2024**ADVERTISEMENT**

Applications are invited in Standard Form (Assam Gazette Part-IX), from the intending and eligible candidates, who are citizens of India as defined in Articles 5-8 of the Constitution of India and having registration number in an Employment Exchange in the State of Assam, for Contractual engagement in filling up the following post under the Office of the Legal Aid Defense Counsel System (LADCS), Biswanath under the District Legal Services Authority, Biswanath as per the LADCS Modified Scheme, 2022 of NALSA :

Sl. No.	Name of Post	No. of posts	Monthly Honorarium/ Retainership fee	Qualification
1.	Receptionist -cum- Data Entry Operator	01 (UR)	Rs. 12,000/-	1. Education Qualification- Graduation 2. Excellent verbal and written communication skills, 3. Word and data processing abilities, 4. The ability to work telecommunication systems (telephone, fax machines, switchboards etc.) 5. Proficiency with good typing speed.

N.B. Salary as per NALSA Guideline on LADCS Office for Class-B towns (Population more that 2 lacs but below 10 lacs)

I. Details for the post of Receptionist -cum- Data Entry Operator:

1	Mode of Recruitment	Interview/ Viva Voce & Computer Skill Test
2	Tenure	Initially for a period of 01 (one) year
3	Age	Minimum: 21 years Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rule
4	Work Profile	1. Greeting clients and visitors and answering visitor inquiries. 2. Answering and routing incoming calls on a multi-line telephone system. 3. Scheduling and routing legal aid seekers. 4. Maintaining the waiting area, lobby or other office areas. 5. Scanning, photocopying, faxing. 6. Collecting and routing mail and hand-delivered packages. 7. Answering face-to-face enquiries and providing information when required.



8. Uploading, at the initial point, legal aided cases on NALSA portal & other platforms and updating the information from time to time.
9. Any work/duty assigned by Legal Services Authority.

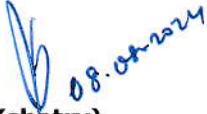
General Instruction for Candidates:

1. Candidate must be an Indian Citizen as defined in Article 5 & 6 of the Constitution of India.
2. The recruitment will be purely on contractual basis for a period of 1 (one) year.
3. A candidate who is already engaged in any sector (both Govt. and Private) shall have to apply through proper channel.
4. Filed-up "Application Form' along with Age certificate, Certificates and mark sheets regarding educational qualifications, Caste Certificate from competent authority, Employment Exchange registration certificate along with 2 (Two) recent passport sized photographs must be sent through by POST to the O/o " THE DISTRICT LEGAL SERVICES AUTHORITY, BISWANATH, DISTRICT JUDICIAL COURT CAMPUS, BISWANATH, BISWANATH CHARIALI, PIN: 784176, ASSAM ", or, may be dropped in the Drop Box for Application to be kept at the O/o the District Legal Services Authority, Biswanath, and all documents furnished with the application must be self- attested by the candidates. Applicant is to fill up the form in BLOCK LETTERS.
5. Original certificates / all other supporting documents will be verified/ scrutinized at the time of Interview.
6. Selected candidate have to submit one Medical Fitness Certificate from the competent Authority declaring the candidate to be physically and mentally fit.
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 shall also be liable to Criminal Prosecution as per law.
8. Application submitted without proper supporting documents or incomplete will be summarily rejected without assigning any reason.
9. Individual Phone Nos./ Contact Nos. and E-mail ID, if any, to be provided in the application.
10. Candidates must mention prominently the name of post applied for, on the right-hand corner of the envelope containing the application.
11. The list of eligible candidates candidates along with specific dates of viva voce, (as and where applicable) shall be uploaded in the Official website of Biswanath District Judiciary (<https://biswanath.dcourts.gov.in/>) and in the Notice Board of District

Legal Services Authority, Biswanath in due course. **No separate call letters will be issued.** Applicants are requested to refer to the official website.

12. No TA/DA will be admissible to the candidates for attending the Interview Process.
13. The Last date of receipt of application is **07/09/2024 till 5:00 pm**. No application received thereafter will be entertained.
14. The decision of the Selection Committee set up for the recruitment process shall be final in respect of any dispute; if arises out of the recruitment process.
15. All other matters which are not specifically provided in the advertisement shall be decided by the Selection Committee in due course of time.
16. The Selection Committee retains the right to correct any inadvertent or typographical error, alter/modify or change any terms or Conditions including selection criteria etc. mentioned in the advertisement and in such an eventuality due notice thereof will be published at the discretion of the undersigned.
17. 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.
18. All other conditions/ matters which are not specifically provided herein shall be decided by the Selection Committee in due course of time.
19. Canvassing directly or indirectly shall be liable for disqualification of the candidate.




(B. Kshetry)
District and Sessions Judge
-cum- Chairman,
District Legal Services Authority,
Biswanath.
District Legal Services Authority
Biswanath

Memo No.: DLSA(BN) I/24/ **2201(A)** Dated, the Biswanath Chariali **08 / 08 / 2024**

Copy forwarded for information to:

1. The District Information and Public Relation Officer, Biswanath. He is requested to publish the advertisement in daily newspaper.
2. The System Assistant, Biswanath District Judiciary, He is requested to upload the advertisement in the District Judiciary website, immediately.
3. The Notice Board of the O/o. the District and Sessions Judge, Biswanath.
4. The Notice Board of the O/o. the Deputy Commissioner, Biswanath.
5. The Notice Board of the O/o. the District Legal Services Authority, Biswanath.
6. Office File.


(B. Kshetry)
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