



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY:::::MAJULI



No. DLSA (M)/

/ 2024

Dated, Majuli the **30** July, 2024

ADVERTISEMENT

Application are invited in Standard form (as per Part IX of Assam Gazette), from intending candidates, who are citizens of India, for contractual engagement (initially for one year) in the following posts in the office of the Legal Aid Defense Counsel, under District Legal Services Authority, Majuli, as per the LADCS Modified Scheme, 2022 of NALSA.

Sl. No.	Name of the post	No Of post	Monthly honorarium	Qualification & other skill required	Documents required	Mode of Selection
1	Office Assistant	3	15,000/-	i. Graduate (any discipline) ii. Basic word processing skills and the ability to operate computer and skills to feed data. iii. Good typing speed with proper setting of petition. iv. Ability to take dictation and prepare files for presentation in the courts. v. File maintenance and processing knowledge	Documentary proof/ Certificates in support of qualification	Personal Interview and Computer Skills Test
2	Receptionist –cm- Data Entry operator	1	15,000/-	i. Graduate (any discipline) ii. Excellent verbal and written communication skills. iii. Word and data processing abilities iv. Ability to work telecommunication system (telephones, fax machines, switchboard etc. v. Proficiency with good typing speed.	Documentary proof/ certificates in support of qualification.	Personal Interview and Computer Skills Test.
3	Office Peon	3	10,000/-	Candidate must be class VIII passed. Those who have passed HSSLC or above shall be ineligible to apply	Documentary proof/ certificates in support of qualification	Personal Interview.

Work Profile:-

1. Office Assistant

- Keeping updated record of legal Aid Cases.
- Uploading the updated record /progress of the legal aided cases on NALSA portal and digital platforms as per directions.
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
- Typing application, petitions, appeal etc.
- Doing ministerial work related to cases such a filing application for copies of orders, judgment etc.
- Any other task assigned by the Chief Legal Aid Defense Counsel.
- Any other task assigned by legal Services Authority.
- All duties assigned to Receptionist – cum- data entry operator.

2. Receptionist – Cum- Data Entry Operator

- Greeting clients and visitors and answering visitor inquiries,
- Answering and routing income calls on multi – line telephone system,
- Scheduling and routing legal aid seekers,
- Maintaining the waiting area, lobby or other office areas,
- Scanning, Photocopying, faxing,
- Collecting and routing mail and hand – delivered packages,
- Answering face – to face enquiries and providing information when required,
- Uploading, at the initial point, legal aided cases on NLSA portal & other Platforms and updating the information from time,
- Any Work/ duty assigned by legal services Authorities.

3. Office Peon

- General work of MTS, Munshi or peon
- Cleaning the office before the commencement of office hours
- Ensuring that all places in the office are kept clean
- Bringing and serving water, beverages to the visitors in the office
- Carrying dak, misc, work etc.
- Any other work assigned by legal Services Authority.

4. Terms and Condition:-

1. Candidate must be a citizen of India.
2. The appointment shall be purely temporary and on contract basis and does not entitle the person to be regularized.
3. The contractual engagement shall be initially for a period of 1(one) year with stipulation of person to be extension of yearly basis subject to satisfactory performance. The services may be extended subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati.
4. Experienced candidates will be given preference.
5. Candidate must have registered their name in Employment Exchange with a valid Employment Exchange Number.
6. Duly filed application forms along with self attested photocopies of all the relevant testimonials and 02 (Two) copies of recent passport size photographs, should be addressed to "**The District & Sessions Judge, Majuli-cum-Chairman, District Legal Services Authority, Majuli.**" The name of the post applied for should clearly be mentioned overleaf the envelope. Providing of Contact number is compulsory.
7. The candidate must not below the age of 21 years above 38 years as on the data of advertisement. Age relaxation to SC, ST, OBC, MOBC, PWD candidates will be given as per Govt. rules.
8. Applications may be dropped in the drop box installed at **the Office of the District Legal Services Authority, Majuli, Behind Circuit House, Garmur, Majuli, 785104** or may be sent by post. The last date of receiving the application is till **13.08.2024** during Office hours. The Office of District Legal Services Authority, Majuli, shall summarily be rejected without assigning any reason.
9. Application received after due date shall summarily be rejected. Incomplete applications shall be summarily rejected without assigning any reason.
10. The scope of work, selection procedure, qualification, work profile, termination of services, code of ethics, entitlement of leave etc. will be as per the guideline of NLSA/ASLSA.
11. The appropriate authority may take undertaking from all the existing PLVs and other staff ensuring maintenance of full confidentiality in case of any breach of confidentiality and secrecy for deviation from the undertaking given. Its components and the weightage of marks to be given to each of the components of the selection procedure will be as per the guidelines of NLSA/ASLSA or as decided by the Selection Committee, as the case may be.
12. The undersigned reserves the right to cancel the Advertisement and to alter/ modify the terms and conditions mentioned in this advertisement.
13. List of shortlisted eligible candidate will be notified in the Official notice Board as well as uploaded in the official website Majuli District Judiciary, i.e. <https://majulijudiciary.assam.gov.in/> for interview. No individual call latter will be issued.
14. Canvassing directly or indirectly will disqualify the candidate.
15. No TA/DA will be provided for appearing in the interview.


Secretary
District Legal Services Authority,
Majuli

No. DLSA (M)/ 1578 - 84 / 2024

Dated, Majuli the July, 2024

Copy to:

1. The Ld. Member Secretary, Assam State Legal Services Authority, Guwahati for favour of kind information.
2. The DIPRO, Majuli. He/She is requested to given wide publicity to this advertisement in both Assamese and English daily news paper.
3. The System Assistant, Judiciary Majuli, for uploading the advertisement in the official website.
4. Notice Board, O/o the District & Session Judge, Majuli.
5. Notice Board, O/o the Chief Judicial Magistrate, Majuli.
6. Notice Board, O/o the District Legal Services Authority, Majuli.
7. Office File.


30.7.24

Secretary
District Legal Services Authority,
Dist. Legal Services Authority
Majuli
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