



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY CUM A.D.R. CENTRE, NALBARI

জিলা আইন সেৱা প্ৰাধিকৰণ আৰু বিকল্প বিবাদ নিষ্পত্তিকৰণ কেন্দ্ৰ, নলবাৰী

## **ADVERTISEMENT**

**Dated, Nalbari the 25<sup>th</sup> September, 2025**

Applications are invited from the eligible candidates, who are citizens of India as defined in Article 5 & 6 of the constitution of India, in Standard Form (as per Part IX of Assam Gazette) with self-attested copies of all testimonials in support of age, educational and other qualification, caste, experience certificate (if any), identity proof and address proof along with recent passport size photographs for filling up 03 (Three) Nos. of contractual posts namely **(i)** One (01) Office Assistant **(ii)** One (01) Receptionist cum Data Entry Operator (Typist) and **(iii)** One (01) Peon at the Office of the Legal Aid Defence Counsels, Nalbari under the establishment of District Legal Services Authority cum ADR Centre, Nalbari. The posts will purely be on contractual basis for a period of one year with no provision of regularization.

Sl. No.	Name of Post	No. of Post	Selection Criteria	Pay per month
1	Office Assistant	01 No.	Written Test, Computer Skill Test & Personal Interview	15,000/-
2	Receptionist cum Data Entry Operator (Typist)	01 No.	Written Test, Computer Skill Test & Personal Interview	12,000/-

### **Criteria for Applicant:**

#### **(a) Educational Qualifications:**

- Graduate in any stream for the post of Office Assistant.
- Graduate in any stream for the post of Receptionist cum Data Entry Operator (Typist).

#### **(b) Other Qualifications:**

- One year diploma in Computer Education for the post of Office Assistant and Receptionist cum Data Entry Operator (Typist).

**(c) Age Limit:** Not lower than 18 years and not exceeding 40 years as on 01/01/2025. Age relaxation is applicable for reserved categories as per Govt. rule.

Sl. No.	Name of Post	No. of Post	Selection Criteria	Pay per month
1	Peon	01 No.	Personal Interview	10,000/-

**(a) Educational Qualifications:**

(i) Class VIII passed for the post of Peon and those who have passed HSSLC or above shall be ineligible to apply.

**(b) Other Qualifications:** if any.

**(c) Age Limit:** Not lower than 18 years and not exceeding 40 years as on 01/01/2025. Age relaxation is applicable for reserved categories as per Govt. rule.

**How to Apply:**

1. Applicants have to submit the filled up Standard Form along with all copies of self-attested documents like **Age proof** Certificate, Employment Registration Certificate, **Educational and other qualification** certificate, **Caste Certificate** (if any), **Experience Certificate** (if any), **Identity Proof** and **Address Proof, Phone Number** along with **02 (Two) Nos. of recent passport size photographs**.
2. Candidate will submit the dully filled up application form along with necessary documents at the "Application Drop Box" placed at the office of the District Legal Services Authority cum ADR Centre, Nalbari during office hours.
3. The application should be addressed to the "District & Sessions Judge cum Chairman, District Legal Services Authority, Nalbari".
4. The last date of submission of application is **24/10/2025 till 5 P.M.**

**Terms & Conditions:**

1. The recruitment will be purely on **contractual basis for a period of one year**.
2. No TA/DA will be admissible to the candidates for appearing in the Written Test/Computer Skill Test/Personal Interview.
3. Incomplete/ineligible application and in any other written respect against the criteria will be rejected without assigning any reason.
4. The inclusion of candidate's name in the list shall confer no right to appointment unless the appointment authority is satisfied after such enquiry as he/she may consider necessary that the candidate is suitable in all respect for appointment.

5. The written examination for the post of Office Assistant and Receptionist cum Data Entry Operator (Typist) held on same date.
6. If, information submitted by an applicant in his/her application found to be in suppression of material facts including educational qualification, after selection, the same will be forfeited and criminal proceedings will be initiated for playing fraud and suppression of material facts and in such cases, candidate have no right to claim for selection and same will be filled up as per decision of the Selection Board and Board decision will be the final.
7. Candidate will be responsible for any mistake made by him/her in the application form.
8. No individual call letter will be sent to eligible candidates. However, call letters for appearing in the Written Test/Computer Skill Test/Personal Interview for the said posts will be uploaded in the official website of Nalbari District Judiciary (<https://nalbari.dcourts.gov.in>) / Notice Board of this office.
9. Candidates are advised to visit the official website of Nalbari District Judiciary (<https://nalbari.dcourts.gov.in>) regularly to get updated information regarding date, time and venue of the tests/interviews. Unnecessary correspondence should be avoided. In case, any candidate found making unnecessary correspondence, his/her candidature shall be rejected.
10. The Selection Board reserves the right to cancel and modify the advertisement or other terms & conditions of the advertisement without any prior notice.
11. Selected candidate have to submit one **medical fitness certificate** from the competent Authority declaring the candidate to be physically and mentally fit.
12. All other matters which are not specifically provided in the advertisement shall be decided by the Selection Board in due course of time.

**Selection Procedure:**

- (a) **For the post of the Office Assistant & Receptionist cum Data Entry Operator (Typist):** All accepted applicants will be called for to appear in a Written Test (40 marks). The selected candidates from the written test will be called for the Computer Skill Test (20 marks) and the selected candidates from the computer skill test will be called for the personal interview (40 marks).

The final Merit List will be prepared on the basis of the sum total of marks obtained in the written test, Computer Skill Test and personal interview.

- (b) **For the post of the Peon:** All accepted applicants will be called for to appear in a Walk-in Interview (80 marks- 20 each for each members). The final Merit List will be prepared on the basis on the marks obtained in the Walk-in Interview.

District & Sessions Judge cum Chairman,  
Selection Board, Nalbari.

Memo No. DLSA(N)/2696-99

Dated, Nalbari the 25<sup>th</sup> September, 2025

Copy to:

1. The System Officer, Nalbari District Judiciary, Nalbari. He is asked to upload this advertisement in the official website of Nalbari District Judiciary,
2. The Notice Board, Office of the District Legal Services Authority, Nalbari,
3. The Notice Board, Court Complex of the District & Sessions Judge, Nalbari,
4. Office file.

District & Sessions Judge cum Chairman,  
Selection Board, Nalbari.