



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY: UDALGURI
UDALGURI, BTR, ASSAM.

No. DLSA(U) 100

Dated: 8th day of July, 2024.

ADVERTISEMENT
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As per the approval of the Hon'ble Executive Chairman, ASLSA communicated vide letter No. ASLSA 192/2019/554 dated 23/04/2024; applications are invited from intending candidates for Contractual engagement in the following post in the Legal Aid Defence Counsel Office, Udalguri under District Legal Services Authority, Udalguri as per the LADCS Modified Scheme, 2022 of NALSA.

SI. No.	Name of the Post (Contractual)	No. of Post	Monthly Honorarium
01	Office Assistant	02	Rs.15,000/- p/m
02	Receptionist-cum-Data Entry Operator	01	Rs.15,000/- p/m
03	Peon	02	Rs.10,000/- p/m

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

I. Details for the post of Office Assistants:

1	Name of the Post	Office Assistant (contractual).
2	No. of post	02 (two)
3	Salary/ Honorarium	15,000/- per month
4	Qualification	<ul style="list-style-type: none">• Educational Qualification:- Graduation,• 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.
5	Mode of Recruitment	Computer Skill Test followed by Walk-in-Interview.
6	Tenure	Initially for a period of 01 (one) year
7	Age	Minimum: 21 years Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rule.
8	Work Profile	<ul style="list-style-type: none">• Keeping updated record of legal aided 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 applications, petitions, appeals etc. Doing ministerial work related to cases such as filing applications for copies of orders, judgement etc.,• Any other task assigned by the Chief Legal Aid Defense Counsel,• Any work/duty assigned by Legal Services Authority,• All duties assigned to Receptionist cum data entry operator.

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

1	Name of the Post	Receptionist-cum-Data Entry Operator (Contractual).
2	No. of post	01 (One)
3	Salary/ Honorarium	15,000/- per month
4	Qualification	<ul style="list-style-type: none">• Educational Qualification:- Graduation,• 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.
5	Mode of Recruitment	Computer Skill Test followed by Walk-in-Interview.
6	Tenure	Initially for a period of 01 (one) year
7	Age	Minimum: 21 years Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rule.
8	Work Profile	<ul style="list-style-type: none">• Greeting clients and visitors and answering visitor inquiries,• Answering and routing incoming calls on a 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 NALSA portal & other platforms and updating the information from time to time.• Any work/duty assigned by Legal services Authority.

III. Details for the post of Peon:

1	Name of the Post	Peon (Contractual).
2	No. of post	02 (Two)
3	Salary/ Honorarium	10,000/- per month
4	Qualification	<ul style="list-style-type: none">• Educational Qualification: - Class VIII Passed. Those who have passed HSSLC or above shall be ineligible to apply.
5	Mode of Recruitment	Walk-in-Interview.
6	Tenure	Initially for a period of 01 (one) year.
7	Age	Minimum: 18 years Maximum: 40 years as on date of advertisement. Age Relaxation is admissible as per Govt. Rule.
8	Work Profile	<ul style="list-style-type: none">• 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.

General Instruction for Candidates:

1. Candidate must be an Indian Citizen as Defined in Article 5 to 8 of the Constitution of India.
2. Candidates must have registered their names in the Employment Exchange and the registration numbers along with the date must be mentioned in their applications.
3. Candidates serving in govt. Department should submit their application through proper channel.
4. The candidates must bring all documents and testimonials in ORIGINAL at the time of Walk-in-interview.
5. The applications shall mention their mobile no. in the application, without fail. Application without mobile number will be disqualified.
6. The last date of receipt of application is **29/07/2024**. No application will be entertained after the last date.
7. The list of eligible candidates along with date of interview shall be uploaded in the Official website of Udalguri District Judiciary (<http://udalguri.dcourts.gov.in/>) and Notice Board of O/O District & Sessions Judge, Udalguri & O/O DLSA Udalguri in due course. No separate call letters will be issued. Applicants are requested to refer to the official website regularly & Notice Board.
8. Examination Centre: Udalguri (Date, Time & Venues will be informed in the official website).
9. No TA/DA will be admissible to the candidates for attending the Recruitment Process.
10. Application received late or without proper supporting documents or without passport size photograph or without mobile number or unsigned or incomplete will be summarily rejected.
11. Canvassing directly or indirectly shall disqualify a candidate.

How to apply:

1. The application in standard form (Assam Gazette Part-IX) with 03 copies of Self-attested recent passport size photographs along with self-attested copies of testimonials viz. (i) Education Qualification, (ii) Age proof certificate (iii) Computer Certificate, (iv) Employment Exchange Card (v) Caste Certificate, etc. to be enclosed.
2. The application should be addressed to the **Secretary, District Legal Services Authority, Udalguri.**
3. The Complete application should reach to the **O/o the District Legal Services Authority, Udalguri. D.C.s Court Building (Ground floor), Udalguri on or before 29/07/2024.**

Sd/-

(Nogen Senabaya Deori)
District & Sessions Judge cum- Chairman
DLSA, Udalguri, BTR, Assam.

Copy for information to:

1. The Member Secretary, Assam State Legal Services Authority, Guwahati.
2. The District Information & Public Relation Officer, Udalguri with a request to publish the above mentioned advertisement in 02(two) local dailies.
3. The Systems Assistant, District & Sessions Judge's Office, Udalguri for uploading this advertisement in the Official website of Udalguri District Judiciary/DLSA immediately.
5. Notice Board of O/O District & Sessions Judge & DLSA, Udalguri.
6. Office file.

Sd/-
District & Sessions Judge- cum-Chairman
DLSA,Udalguri,BTR,Assam.