



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
SOUTH SALMARA MANKACHAR DISTRICT.
Email ID: southsalmara.dlsa@gmail.com



ADVERTISEMENT
Dated 28.06.2024

Applications are invited in Standard Form (as per Part IX of Assam Gazette) from intending candidates for contractual engagement (initially for one year) in the following posts in the Legal Aid Defense Counsel Office, South Salmara Mankachar at Hatsingimari as per the LADCS Modified Scheme, 2022 of NALSA. **Last date for submission of application is 26.07.2024.**

| Sl. No. | Name of the Post | No. Of Post | Monthly Salary |
|---------|--------------------------------------|-------------|----------------|
| 1 | Office Assistant | 02 | Rs.15,000/- |
| 2 | Receptionist cum Data Entry Operator | 01 | Rs.15,000/- |
| 3 | Peon | 02 | Rs.10,000/- |

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

Details of the post along with application form and general information can be downloaded from the Official website of South Salmara Mankachar District Judiciary (southsalmara.dcourts.gov.in)

Memo No.DLSA/SSM.01/2024/ *1571-1578*

Dated- 28.06.2024

Copy to-

1. The Member Secretary, Assam State Legal Services Authority, Guwahati.
2. The District Information & Public Relation Officer, South Salmara Mankachar with a request to publish the above mentioned advertisement in 02 (Two) local dailies.
- ✓ 3. The System Assistant, District & Sessions Judge's Office, South Salmara Mankachar for uploading this advertisement in the official website of South Salmara Mankachar District Judiciary immediately.
4. Notice Board, District & Sessions Judge Office, South Salmara Mankachar
5. Notice Board, O/o the Chief Judicial Magistrate, South Salmara Mankachar
6. Notice Board, O/o the District Commissioner, South Salmara Mankachar
7. Notice Board, O/o the Employment Exchange, South Salmara Mankachar
8. Office file.


(S. Hazarika)
District and Sessions Judge- cum-
Chairman, DLSA, South Salmara Mankachar

District Legal Services Authority
South Salmara Mankachar

28/6/24


I. Details for the post of Office Assistant:

| | | |
|---|---------------------|---|
| 1 | Name of the Post | Office Assistant |
| 2 | No. of Post | 02 (two) |
| 3 | Salary/ Honorarium | 15,000/-per month |
| 4 | Qualification | <ul style="list-style-type: none">• Educational Qualification: Graduation in any stream,• 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 and basic computer knowledge test followed by viva-voce |
| 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. norms. |
| 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. |


Chairman
District Legal Services Authority
South Saknara Mankar
24/6/24

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

| | | | |
|---|---------------------|---|--|
| 1 | Name of the Post | Receptionist cum Data Entry Operator | |
| 2 | No. of Post | 01 (two) | |
| 3 | Salary/ Honorarium | 15,000/-per month | |
| 4 | Qualification | <ul style="list-style-type: none">• Educational Qualification: Graduation in any stream• Excellent verbal and written communication skills• Word and data processing abilities• The ability to work telecommunication systems (telephones, fax machines, switch boards etc)• Proficiency with good typing speed• File maintenance and processing knowledge. | |
| 5 | Mode of Recruitment | Computer Skill Test and basic computer knowledge test followed by viva-voce | |
| 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. norms. | |
| 8 | Work Profile | <ul style="list-style-type: none">• Greeting clients and visitors and answering visitors 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 aid cases on NALSA portal and other platforms and updating the information from time to time.• Any work assigned by Legal Services Authority | |


Chairman
District Legal Services Authority,
South Sakinara Mankar,
24/01/22

III. Details for the post of Peon:

| | | |
|---|---------------------|---|
| 1 | Name of the Post | Peon |
| 2 | No. of Post | 02 (two) |
| 3 | Salary/ Honorarium | 10,000/-per month |
| 4 | Qualification | • Educational Qualification: Class VIII passed (Candidates who are HSSLC passed (12 th Pass) and above shall be ineligible to apply) |
| 5 | Mode of Recruitment | Personal 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 as per Govt. Rule. |
| 8 | Work Profile | • General work of 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:

- Candidate must be an Indian Citizen as per the Constitution of India.
- Candidates must have registered their names in the Employment Exchange.
- The applications containing duly filled up Application Form and self attested photocopies all relevant testimonials regarding educational qualifications, experience if any, age proof, employment exchange registration card along with 2(two) copies of recent passport size photograph, duly signed by the candidate on the reverse side should be dropped in the drop box on the office of the **District Legal Services Authority, South Salmara Mankachar, Hatsingimari near the Irrigation Office, Hatsingimari, PIN 783136 on or before the last date (26.07.2024).**
- The envelope containing the application form should be super scribed as-
1.APPLICATION FOR CONTRACTUAL ENGAGEMENT OF OFFICE ASSISTANT, LADCS, SOUTH SALMARA MANKACHAR 2. APPLICATION FOR CONTRACTUAL ENGAGEMENT OF RECEPTIONIST CUM DATA ENTRY



Chairman

District Legal Services Authority
South Salmara Mankachar

26/7/24

OPERATOR, LADCS, SOUTH SALMARA MANKACHAR 3.APPLICATION FOR CONTRACTUAL ENGAGEMENT OF OFFICE PEON, LADCS, SOUTH SALMARA MANKACHAR.

- Any applications received after the last date will summarily be rejected. Postal delay or any other reason shall not be considered.
- 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 with immediate effect and shall also be liable to Criminal Prosecution as per law.
- As the posts are temporary in nature, hence reservation policy will not be applicable.
- Application submitted without proper supporting documents or incomplete will be summarily rejected.
- Candidates have to furnish an affidavit duly sworn in regarding the educational qualifications. Applications received from overqualified candidates shall be automatically rejected.
- The list of eligible candidates/ rejected candidates along with specific dates of viva voce, (as and where applicable) shall be intimated later on in the Official website of South Salmara Mankachar District Judiciary (southsalmara.dcourts.gov.in) and in the Notice Board of District & Sessions Judge Office in due course. No separate call letters will be issued. Applicants are requested to refer to the official website.
- No TA/DA will be admissible to the candidates for attending the Interview Process.
- The District & Sessions Judge-cum-Chairman, DLSA, South Salmara Mankachar reserves the right to 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.

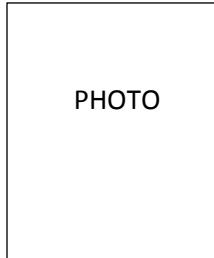


(S. Hazarika)
District and Sessions Judge- cum-
Chairman
District Legal Services Authority
South Salmara Mankachar

Chairman
District Legal Services Authority
South Salmara Mankachar

28/6/24

STANDARD FORM OF APPLICATION



To,
 The
 Name of the Post
 Department/Office

1. Name in Full (Block letter) :
2. Present Address : Vill/Town.....
3. Permanent Address : Vill/Town.....
4. Father's Name & Address :
5. Place of birth including Police Station and District & P.O :
6. Are you a citizen of india and if so how? (Copy of citizenship certificate should be enclosed where necessary) :
7. Educational qualification and also the name and full address :
8. Other Qualifications :
9. Community :
- (a) State your religion :
- (b) Are you a member of Schedule Caste/Schedule Tribe :
- (Answer 'Yes' or 'No') If 'Yes' give particulars supported by a certificate copy of which should be enclosed.
10. Age on the 1st January 20... (According to H.S.L.C certificate copy of which should be enclosed) :
11. Present occupation (if any) :
12. Previous appointment held (if any) :
13. Are you a temporary or retrenched personal of Temporary Departmental of the Govt. of Assam (Answer 'Yes' or 'No') State particulars :
14. Are you trained in or a member of the National Cade Crops of Territorial Army or trained Home Guards and Civil Defence Volunteers, if so give particulars. :
15. Employment Registration No. :
16. Whether there is any Govt./Semi Govt. Employees in your family if any, Particulars of such family member like relationship, name of the job, pay drawn, place of posting, permanent /Temporary etc. should be furnished. :
17. Family's income certificate from the Gaon Panchayat /DC/SDO/Circle Officer to be furnished :
18. Examination Centre :

I am a candidate for the post and the stated above are true to the best of my knowledge and behalf. In case of any false statement, I am liable to any action the Government deem fit and proper.
 A treasury challan of Rs is attached herewith.

19. To be filled in by Candidate
 Date:
 Place:

Signature of Candidate