



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



ADVERTISEMENT
Dated 22.07.2024

In continuation of Advertisement vide DLSA/SSM.01/2024/1571-1578, dated 28.06.2024, fresh applications are invited from intending candidates for filling up of contractual engagement in the following posts in the Legal Aid Defense Counsel Office, South Salmara Mankachar at Hatsingimari under District Legal Services Authority, South Salmara Mankachar as per the LADCS Modified Scheme, 2022 of NALSA. The number of posts in each category is increased in terms of LADCS Scheme. The last date of receipt of application is **29.07.2024**.

Sl. No.	Name of the Post	No. Of Post	Monthly Salary
1	Office Assistant	01	Rs. 15,000/-
2	Peon	01	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 as earlier from the Official website of South Salmara Mankachar District Judiciary (southsalmara.dcourts.gov.in)

Memo No. DLSA/SSM.01/2024/1746-1753 Dated- 22.07.2024

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, O/o the 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, SSM
Chairman
District Legal Services Authority
South Salmara Mankachar

I. Details for the post of Office Assistant:

1	Name of the Post	Office Assistant
2	No. of Post	01 (one)
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 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. 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.



Chairman
District Legal Services Authority
South Salmara Mankachar

II. Details for the post of Peon:

1	Name of the Post	Peon
2	No. of Post	01 (one)
3	Salary/ Honorarium	10,000/-per month
4	Qualification	• Educational Qualification: Class VIII passed(Candidates who are HSSLC passed (i.e. 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	<ul style="list-style-type: none">• General work of Peon, MTS• 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 of all relevant testimonials regarding educational qualifications, experience if any, age proof, employment exchange registration card along with 2 (two) copies of recent passport size photographs duly signed by the candidate on the reverse side should be dropped in the drop box in 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 29.07.2024.** Applications sent by post shall also be accepted.
- The envelope containing the application form should be superscribed as-
1. Application for Contractual Engagement of Office Assistant, LADCS, South Salmara Mankachar. 2. Application for Contractual Engagement of Peon, LADCS, South Salmara Mankachar.
- Any application received after the last date will summarily be rejected. Postal delay or any other reason shall not be considered.



Chairman

District Legal Services Authority
South Salmara Mankachar

- 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 shall not be adhered to.
- Application submitted without proper supporting documents or incomplete applications 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.
- **Candidates who have already applied vide previous advertisement i.e. DLSA/SSM.01/2024/1571-1578, dated 28.06.2024 need not apply again.**
- 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 Legal Services Authority 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
 Dist Legal Services Authority
 South Salmara Mankachar
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