

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY :: HOJAI::
SANKARDEV NAGAR (ASSAM)**

**COURT CAMPUS, SANKARDEV NAGAR, HOJAI (ASSAM), PIN-
782442**

PHONE : 6901281633

E-MAIL ID : dslahojai@gmail.com



Memo No: DLSA/HSN/LADC/700-703 Dated.02.08.2024

ADVERTISEMENT

Dated: 02.08.2024

Applications are invited in Standard Form from eligible candidates for filling up the following posts purely on contractual basis in the Office of the LADCS under the establishment of DLSA, Hojai initially for a period of one year as per NALSA Legal Aid Defense Counsel Modified Scheme 2022.

SL. No.	Name of Post	No. of Post	Qualification	Remuneration	Mode of Selection
1.	Office Assistants	03	<p>Educational Qualification:- Graduation in any discipline,</p> <ul style="list-style-type: none">• 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.	Rs. 15,000/- (per month)	Walk-in-Interview followed by Computer Skill Test

2.	Receptionist- Cum-Data Entry Operator	01	<p>Educational Qualification:- Graduation in any discipline</p> <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Word and data processing abilities. • The ability to work telecommunication systems. <p>Proficiency with good typing speed.</p>	Rs. 15,000/- (Per month)	Walk-in- Interview followed by Computer Skill Test
2.	Office Peon	03	Class VIII passed but below H.S.	Rs. 10,000/- (per month)	Walk-in- Interview

Eligibility Criteria

- i. The candidate must be an Indian citizen as defined in Article 5 to 8 of the Constitution of India.
- ii. A candidate shall not be less than 18 years and upper age limit is 38 years in case of general category as on the date of advertisement. The upper age limit relaxation is 5 years for SC/ST candidates; 3 years for OBC/MOBC candidates.
- iii. Application with self-attested copies on all testimonials regarding Educational qualification, computer certificate, age proof etc. along with 3 recent passport size photographs duly signed by the candidate shall submit to **"The Office of the District & Sessions Judge-cum- Chairman, District Legal Services Authority, Hojai, District Judicial Court complex, Sankardev Nagar, Hojai, Assam, Pin- 782442** either personally or through post on or before **9th August, 2024** till 5:00 PM.
- iv. The candidate must have registered his/her name in any of the Employment Exchange in Assam.
- v. List of eligible candidates with date of interview, venue etc. shall be uploaded in the Official Website of District Judiciary, Hojai i.e <https://hojai.dcourts.gov.in> in due course of time. No. Separate call letters will be issued.
- vi. Candidates shall appear at the interview, computer proficiency test etc. at their own cost. No. T.A./D.A. will be admissible for the same.
- vii. Canvassing directly or indirectly will disqualify the candidature.
- viii. Posts are purely temporary, for one year only.

TERMS AND CONDITIONS

- i. For the post of Office Peon candidates must have to submit a self-declaration certificate along with the application form stating that **"he/she has not passed HSSLC or equivalent examination or above."**
- ii. If any candidate is found to have suppressed his educational qualifications or given Wrong information, at the time of applying or later on, his candidature shall stand rejected with immediate effect and shall also be liable to criminal Prosecution as per law.
- iii. The applicant must clearly mention on the envelop against the post he/she has applied for.
- iv. The Selection Board will not be responsible for any postal delay in delivering the applications and those applications will be summarily rejected without any notice.
- v. No individual call letter will be sent to the eligible candidates.
- vi. The selection board reserves the right of cancellation, modification or alteration of the advertisement at any point of time.

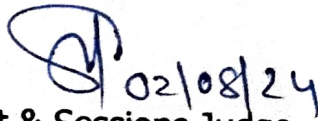
Sd/- S.N. Sarma.
District & Sessions Judge
-cum- Chairman
District Legal Services Authority,
Hojai, Assam.

Memo No: DLSA/HSN/LADC/700-703

Dated.02.08.2024

Copy for information and necessary action to:-

1. The Learned Member Secretary, Assam State Legal Services Authority, Guwahati.
2. The Notice Board, District Legal Services Authority, Hojai.
3. The System Officer of the establishment of the District & Sessions Judge, Hojai. He is directed to upload the advertisement in the official Website.
4. Office copy.


02/08/24
District & Sessions Judge
-cum-Chairman
District Legal Services Authority,
Hojai, Assam
Chairman, District Legal Services Authority
Sankardev Manar, Hojai, Assam

SELF DECLARATION

I, Shri / Smti..... Son / Daughter / Husband / Wife of
Shri/Smti..... Aged..... years, resident of

.....do hereby declare as follows:

- 1) That I have not passed HSSLC or equivalent examination or above.
- 2) That I have filled my application for the post of.....
advertised vide
- 3) I am aware that if I am found to have suppressed my educational qualification or given wrong information
at the time of applying or later on, my candidature shall be rejected.

Place:

Date:

.....
Signature of the applicant