



OFFICE OF THE
DISTRICT LEGAL SERVICES AUTHORITY:::::BARPETA

PHONE: 03665-236002 E-mail: barpeta.dlsa@gmail.com



ADVERTISEMENT

Dated 25th July, 2024.

Applications are invited in Standard Form, from the intending eligible candidates, for Contractual Engagement in the following posts, in the office of the Legal Aid Defense Counsel System, Barpeta, as per the LADCS Modified Scheme, 2022 of NALSA:

SL. No.	Name of the Post	No. of Post	Selection Criteria	Monthly remuneration
1.	Office Assistant (Contractual- Initially for one year)	03 Nos.	Computer Skill Test followed by Written Test and Interview	Rs. 12,000 per month (Fixed Pay)
2.	Receptionist -cum- Data Entry Operator (Typist) (Contractual- Initially for one year)	01 No.	Computer Skill Test followed by Interview	Rs. 12,000 per month (Fixed Pay)
3.	Peon (Contractual- Initially for one year)	03 Nos.	Viva – Voce / Interview	Rs. 10,000 per month (Fixed Pay)

N.B. Salary as per Guidelines on LADCS Modified Scheme, 2022 of NALSA for Class-A towns. (Population more than 10 lacs).

The last date for submission of application form is 12th August, 2024. Details of the posts, eligibility criteria and other general information can be downloaded from the official website of District Judiciary, Barpeta (<https://barpeta.dcourts.gov.in>)

Sd/-

District & Sessions Judge-cum-Chairman
District Legal Services Authority, Barpeta

Memo No.DLSA/BPT/2024/ 1076-1080

Dated Barpeta the 25th July, 2024.

Copy to:

1. The Member Secretary, Assam State Legal Services Authority, Guwahati, Assam.
2. The DIPRO, Barpeta, is requested to publish the Advertisement in 1 (one) leading vernacular Daily Newspaper and in 1 (one) leading English Daily Newspaper.
3. The Systems Officer, O/o the District & Sessions Judge, Barpeta for uploading the Advertisement in the official website of District Judiciary, Barpeta.
4. The Notice Board of District Judiciary, Barpeta and DLSA, Barpeta.
5. Office File.

Sd/-

District & Sessions Judge-cum-Chairman
District Legal Services Authority, Barpeta

1. Details for the post of Office Assistant (Contractual):

01	Name of Post	Office Assistant (Contractual)
02	No. of Post	03 (Three)
03	Remuneration	Rs. 12,000/- (Rupees Twelve Thousand only) per month (fixed).
04	Qualification	<ul style="list-style-type: none"> • Educational Qualification: - Graduation. (in any discipline) • 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.
05	Mode of Recruitment	Written Test and Computer skill test followed by Interview
06	Tenure	Initially for a period of 01 (one) year
07	Age	Minimum : 21 years Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rule

2. Details for the Post of Receptionist –cum- Data Entry Operator (Typist) (Contractual):

01	Name of Post	Receptionist –cum- Data Entry Operator (Contractual)
02	No. of Post	01 (one)
03	Remuneration	Rs. 12,000/- (Rupees Twelve Thousand only) per month (fixed).
04	Qualification	<ul style="list-style-type: none"> • Educational Qualification: - Graduation. . (in any discipline) • Excellent verbal and written communication skills, Proficiency in computer application. • Word and data processing abilities. • The ability to work in telecommunication systems (telephones, fax machines, switchboards etc.) • Proficiency with good typing speed.
05	Mode of Recruitment	Computer skill test followed by Interview.
06	Tenure	Initially for a period of 01 (one) year
07	Age	Minimum : 21 years Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rule

3. Details for the post of Peon (Contractual):

01	Name of Post	Peon (Contractual)
02	No. of Post	01 (one)
03	Remuneration	Rs. 10,000/- (Rupees Ten Thousand only) per month (fixed).
04	Qualification	Educational Qualification: - Minimum Class VIII Passed but not above HSSLC.
05	Mode of Recruitment	Interview
06	Tenure	Initially for a period of 01 (one) year
07	Age	Minimum : 18 years Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rule

General Instruction for Candidates:

- 1) Candidates must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India.
- 2) Candidates serving in Govt. Department should bring /submit their applications through proper channel.
- 3) The intending applicants shall fill up the Standard Form in their own hand legibly in block letters and shall annex relevant self attested testimonials regarding Age, Educational Qualification, Caste, Valid Employment Exchange Registration Card, Certificate of Computer Application, Experience, Nationality etc. The top of the

envelope containing the application shall be highlighted in BOLD LETTERS writing the name of the Post applied for. The application form shall be affixed with Two Passport Size Photographs (One Photograph to be pasted on the place assigned in the Form and the other should be stapled carefully so that the face of the candidate is not affected in the photograph).

- 4) The applications should be addressed to '*The District & Sessions Judge-cum-Chairman, District Legal Services Authority, Barpeta. Block – I, First floor of District Judicial Courts & Offices, Barpeta, Pin- 781301, Assam*' and the same should reach the aforesaid address within 15 days from the date of issue / publication of this advertisement, i.e., on or before **12th August, 2024 during the working hours**. This authority shall not be liable any postal delay and application received after the last date will be summarily rejected. Applicants can also drop their application in the **Drop Box** placed in the office of District Legal Services Authority, Barpeta, inside District & Sessions Judge Court Complex, Barpeta.
- 5) The applicants shall mention their **contact numbers** in the application, without fail. Applications without contact number, Applications not signed by the applicant, Incomplete applications will be summarily rejected.
- 6) The list of eligible candidates along with date of skill test / written test / interview etc or any other information in this regard, shall be uploaded in the official website of District Judiciary, Barpeta (<https://barpeta.dcourts.gov.in>). No separate call letters will be issued and applicants are requested to refer to the official website only. Applicants are requested to bring an original valid identity proof document at all stages of the recruitment process. However, all the applicants must bring their original documents, testimonials for verification on the date of final interview or viva-voce.
- 7) If any candidate is found to have suppressed his/her 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/her with immediate effect and may also be liable to Criminal Prosecution as per law.
- 8) No TA/DA will be admissible to the candidates for attending the Interview Process.
- 9) The District & Sessions Judge-cum-Chairman, DLSA, Barpeta reserves the right to alter/modify the terms or conditions including selection criteria etc. mentioned in the advertisement and in case of such an eventuality, due notice thereof will be published at the discretion of the undersigned, only via the official website of District Judiciary, Barpeta (<https://barpeta.dcourts.gov.in>).
- 10) Candidates found canvassing directly or indirectly for any post shall make him / her be liable for disqualification of his / her candidature.
- 11) This authority retains the right to correct any inadvertent or typographical error in the advertisement.
- 12) The admission of candidates at all stages of selection process will be purely provisional and subject to satisfying the prescribed eligibility conditions. The applications submitted will be subject to scrutiny at every stage and shall be rejected, if any defect is detected.
- 13) All other condition(s) which are not specially provided herein shall be decided by this Authority as and when required.

Sd/-

District & Sessions Judge-cum-Chairman
District Legal Services Authority, Barpeta