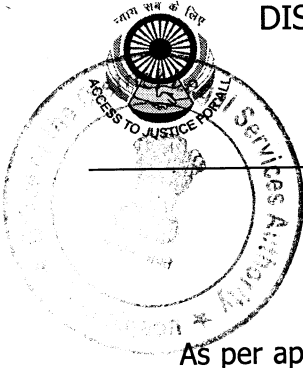


OFFICE OF THE
DISTRICT LEGAL SERVICES AUTHORITY :::::::::: BONGAIGAON

1st Floor, District Judicial Court Building, Deuripara, Bongaigaon



ADVERTISEMENT

Dated 7th February, 2020

As per approval of the Assam State Legal Services Authority, vide No. ASLSA 212/2020/6 dated 03-02-2020, the following post at District Legal Services Authority, Bongaigaon will be filled up purely on contractual basis through **WALK-IN-INTERVIEW**.

Place : Conference Hall, 2nd Floor, District Judicial Court Building, Deuripara, Bongaigaon.

Time : **10.00 A.M. onwards.**

Name of the post	Essential Qualification/Age limit	Consolidated pay per month	No. of post	Date of Interview
Front Office Coordinator (Contractual)	Candidates who have passed B.A./B.Sc./B.Com or equivalent examinations along with a six months diploma/certificate course in computers with proficiency in MS Office, Internet & e-mail. Upper Age Limit: 43 years	Rs. 20,000/-	01 (One)	23-02-2020

Terms and conditions:

1. The engagement shall be purely on contractual basis for a period of 01(one) year.
2. After expiry of the contract period of 01 (one) year, the contractual agreement will automatically stand terminated.
3. The services of the Front Office Coordinator may be extended after appropriate break in service, subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority.
4. The appointment of such person is purely temporary and on contract basis and does not entitle the person for being regularized in Government Service.
5. Selection shall be made on the basis of interview. A candidate will be assessed on the touchstone of knowledge, experience and expertise in the relevant field during the course of interview.

The Work Profile of the Front Office Coordinator may consist of the following:


- Documentation with regard to legal aid helpline, advice rendered to legal aid seekers, duty rosters, updating of legal aid cases;
- Handling correspondence;
- Managing consultations between a legal aid seeker and assigned panel advocate;
- Informing legal aid seekers about the status of their applications, court cases;
- Ensuring and maintaining seamless flow of information between Legal Services Clinics and Front Office.

N.B.:

1. Candidates will carry along all the relevant documents in Original and one set of self attested photocopies of the same and a filled up Standard Form
2. No. T.A./D.A. will be paid for attending the interview.

For other details, reference may be made by following the present website, i.e.

bongaigaonjudiciary.gov.in

 07-02-2020


District & Sessions Judge
-cum- Chairman
District Legal Services Authority
Bongaigaon
District & Sessions Judge
-cum- Chairman
District Legal Services Authority
Bongaigaon

Memo No. DLSA/BGN 26-III/2020/ 1229-33

Dated: 7th February, 2020

Copy to:-

1. The Member Secretary, Assam State Legal Services Authority, Guwahati-01.
2. The Deputy Commissioner, Bongaigaon for general information of public through Government publicity.
3. The Notice Board, Office of the District & Sessions Judge, Bongaigaon.
4. The Notice Board, Office of the Chief Judicial Magistrate, Bongaigaon.
5. The Systems Officer, Office of the District & Sessions Judge, Bongaigaon. He is asked to uploading the advertisement in the official website **bongaigaonjudiciary.gov.in**
6. Office file of the establishment of the District & Sessions Judge and the D.L.S.A, Bongaigaon

 07-02-2020

District & Sessions Judge
-cum- Chairman
District Legal Services Authority
Bongaigaon
District & Sessions Judge
-cum- Chairman
District Legal Services Authority
Bongaigaon