



OFFICE OF THE  
DISTRICT LEGAL SERVICES AUTHORITY :::::::::: BONGAIGAON  
জিলা আইন সেৱা প্ৰাধিকৰণৰ কাৰ্যালয় :::::::::: বঙাইগাঁও  
1<sup>st</sup> Floor, District Judicial Court Building, Deuripara, Bongaigaon  
E-mail: dlsabongaigaon@gmail.com



**ADVERTISEMENT**

Dated 11<sup>th</sup> December, 2025

In pursuant to the Assam State Legal Services Authority vide approval No. ASLSA 192/2019/554 dated 23-04-2024, applications are hereby invited from eligible candidates in Standard Form as published in Assam Gazette in Part-IX for contractual engagement in the following post for Office of the Legal Aid Defense Counsel System, Bongaigaon under the District Legal Services Authority, Bongaigaon as per Legal Aid Defense Counsel System Modified Scheme, 2022 of NALSA.

Sl. No.	Name of Post	No. of post	Monthly honorarium (in ₹)
<b>1</b>	<b>Office Assistant</b>	<b>01</b>	<b>₹ 15,000/-</b>

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

**I. Details for the post of Office Assistant:**

1	Mode of Recruitment	Walk-in-Interview followed by Computer Skill Test.
2	Tenure	Initially for a period of 01 (one) year.
3	Age	Minimum : 21 years. Maximum : 40 years as on date of advertisement. Age relaxation is admissible as per Govt. Rules.
4	Qualification	<ul style="list-style-type: none"><li>➤ Educational Qualification- Graduation in any discipline,</li><li>➤ Basic word processing skills and the ability to operate computer and skills to feed data,</li><li>➤ Good typing speed with proper setting of petition,</li><li>➤ Ability to take dictation and prepare files for presentation in the Courts,</li><li>➤ File maintenance and processing knowledge.</li></ul>
5	Work Profile	<ul style="list-style-type: none"><li>➤ Keeping updated record of legal aided cases,</li><li>➤ Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,</li><li>➤ Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,</li><li>➤ Typing applications, petitions, appeals, etc.,</li><li>➤ Doing ministerial work related to cases such as filing applications for copies of orders, judgment, etc.,</li><li>➤ Any other task assigned by the Chief Legal Aid Defense Counsel,</li><li>➤ Any work/duty assigned by Legal Services Authority,</li><li>➤ All duties assigned to Receptionist cum data entry operator.</li></ul>

### Terms and conditions:

1. Candidates must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India.
2. The applicants shall mention their mobile number (preferably WhatsApp No.) and e-Mail ID in the application form without fail.
3. The candidates must have valid Employment Exchange Registration Card.
4. Application received late or without proper supporting documents or incomplete will be summarily rejected.
5. No. T.A./D.A. will be admissible to the candidates for attending the recruitment process.
6. Canvassing directly or indirectly shall disqualify a candidate.
7. The last date of receipt of application is **12-01-2026** during the office hours. No application will be entertained after the last date.
8. The list of eligible candidates/rejected candidates along with date, time and venue of walk-in-interview and computer skill test shall be uploaded in the official website **<https://bongaigaon.dcourts.gov.in>** of Bongaigaon District Judiciary in due course. No separate call letters will be issued.
9. The District & Sessions Judge -cum- Chairman, DLSA, Bongaigaon reserves the right to alter/modify or change any terms or conditions mentioned in the advertisement and recruitment process.

### How to apply:

1. Application in Standard Form (Assam Gazette in Part-IX) with 03 copies of recent passport size photographs with signatures on the reverse side of the photographs along with self attested copies of testimonials viz. Educational Qualification, Age proof certificate, Computer Proficiency Certificate, Caste Certificate, Employment Exchange Card, Experiences Certificate (if any), etc. to be enclosed.
2. Candidates will have to super scribe "Application for the post of Office Assistant" on the envelope containing the application.
3. The application must be addressed to "**The Secretary, District Legal Services Authority, Bongaigaon**" and should reach the Office of the District Legal Services Authority, 1<sup>st</sup> Floor, District Judicial Court Building, Deuripara, Bongaigaon" on or before **12-01-2026**.

**Sd/-**

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

Memo No. DLSA/BGN 26-IV/2024-25/ 8396  
Copy to:-

Dated: 11<sup>th</sup> December, 2025

1. The Member Secretary, Assam State Legal Services Authority, Guwahati-01, for his kind information.
2. The District Information & Public Relation Officer, Bongaigaon with a request to publish the above advertisement in 02 (two) local daily news papers.
3. The Systems Officer, District & Sessions Judge's Office, Bongaigaon. He is asked to upload the advertisement in the official website.
4. Notice Board, Office of the District & Sessions Judge, Bongaigaon.
5. Office file.

District & Sessions Judge  
-cum- Chairman

District Legal Services Authority  
Bongaigaon