



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY ::::::::::::::: CHIRANG,KAJALGAON
No. DLSA/CHR/LADCS/60/2024/ 775 Dated Kajalgaon the 20th March, 2026

ADVERTISEMENT
Dated 20th March, 2026

As per the approval received from the Assam State Legal Services Authority communicated vide letter No. ASLSA 192/2019/550 dated 16/03/2026, applications in Standard Form as published in Assam Gazette in Part IX are invited from intending candidates for Contractual engagement in the following post in the Legal Aid Defence Counsel Office, Chirang at Kajalgaon as per the LADCS Modified Scheme, 2022 of NALSA.

Sl. No.	Name of the Post	No. of Post	Monthly Salary
1	Office Assistant	01	₹ 15,000/- to ₹ 20,000/-

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

The application shall be addressed to "the Secretary, District Legal Services Authority, Chirang, Kajalgaon.

Last date of Submission of Offline Application: 26/03/2026.

Details of the post and general information can be downloaded from the official website of Chirang District Judiciary (<https://chirang.dcourts.gov.in>).

(C. Chaturvedy)
District & Sessions Judge-cum-
Chairman
District & Sessions Judge-cum-
Chairman
District Legal Services Authority, Chirang
District Legal Services Authority
Chirang, Kajalgaon

Dated Kajalgaon the 20th March, 2026

Memo No. DLSA/CHR/LADCS/60/2024/ 775-A

Copy to:

1. The Member Secretary, Assam State Legal Services Authority, Guwahati.
2. The Systems Assistant, District & Sessions Judge's Office, Chirang for uploading this advertisement in the official website of Chirang District Judiciary immediately.
3. Notice Board, District & Sessions Judge's Office, Chirang.
4. Office file.

(C. Chaturvedy)
District & Sessions Judge-cum-
Chairman
District & Sessions Judge-cum-
Chairman
District Legal Services Authority, Chirang
District Legal Services Authority
Chirang, Kajalgaon

20.03.26

20.03.26

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/- to ₹ 20,000/- 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	Walk-in-Interview followed by Computer Skill Test
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.

General Instruction for Candidates:

- Candidate must be an Indian Citizen as per the Constitution of India.
- The application shall be addressed to "the Secretary, District legal Services Authority, Chirang, Kajalgaon."
- Candidates must have registered their names in the Employment Exchange.
- The applicant need to submit offline application form and must have enclosed self-attested photocopies of all relevant testimonials regarding educational qualification, Experience certificate (wherever applicable), Caste, Age proof, Employment Exchange Registration Card, NOC from employer (wherever applicable) along with 02 (two) passport size photographs duly signed by the candidate on the reverse side.
- If any candidate is found to have suppressed his educational qualifications or to have given wrong information, at the time of applying for the 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.
- Application submitted without proper supporting documents or incomplete application will be summarily rejected.
- The list of eligible candidates/ rejected candidates along with specific dates of viva voce, (as and where applicable) shall be uploaded in the Official website of Chirang District Judiciary (<https://chirang.dcourts.gov.in/>) and in the Notice Board of District & Sessions Judge 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, Chirang 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.


District & Sessions Judge-cum-
Chairman
District Legal Services Authority, Chirang
District & Sessions Judge -cum-
Chairman
District Legal Services Authority
Chirang, Kajalgaon


20.03.26