

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

ADVERTISEMENT

No.: DLSA/SVR/2024/ 645

Dated Sivasagar the 12th July, 2024

Application are invited in **Standard Form** (Assam Gazette Part-IX) from the intending candidates who are citizen of India as defined in Articles 5 and 8 of the Constitution of India for **Contractual** engagement in the following posts in the Office of the Legal Aid Defense Counsel System (LADCS) under District Legal Services Authority, Sivasagar as per the LADCS Modified Scheme, 2022 of NALSA.

Sl. No.	Name of Post	No. of Vacancy/ Category	Monthly Honorarium/ Retainership fee	Qualification
1	Receptionist-cum-Data Entry Operator	01(One) (UR)	Rs. 15,000/-	1. Education Qualification:- Graduation, 2. Excellent verbal and written communication skills, 3. Word and data processing abilities, 4. The ability to work telecommunication systems (telephones, fax machines, switchboards etc), 5. Proficiency with good typing speed.
For the aforesaid post, candidate(S) must have a valid Employment Exchange Registration Number for the state of Assam				

Details of post and Nature of Work:

Receptionist-cum-Data Entry Operator	Mode of Recruitment	Walk-In-Interview followed by Computer Skill Test
	Tenure	Initially for a period of 01 (One) year
	Age	Minimum: 18 Years Maximum: 40 Years as on date of Advertisement. Age Relaxation as per Govt. Rule.
	Work Profile	1. Greeting clients and visitors and answering visitor inquiries, 2. Answering and routing incoming calls on a multi-line telephone system, 3. Scheduling and routing legal aid seekers, 4. Maintaining the waiting are, lobby or other office arrears, 5. Scanning, photocopying, faxing, 6. Collecting and routing mail and hand-delivered packages, 7. Answering face-to-face enquiries and providing information when required, 8. Uploading, at the initial point, legal aided cases on NALSA portal & other platforms and updating the information from time to time, 9. Any work/duty assigned by Legal Services Authority.

Terms and conditions:

1. The Candidate must be an Indian Citizen as defined in Article 5 & 6 of the Constitution of India.
2. Filed-up "Application Form" along with **Age certificate, Certificates and mark sheets regarding educational qualifications, Caste Certificate** from competent authority, Employment Exchange registration certificate along with **2 (Two) recent passport sized photographs** must be sent through **by POST** to the O/o the District Legal Services Authority, Sivasagar PIN-785640, Assam, or, may be dropped in the **Drop Box for Application** to be kept at the O/o the District Legal Services Authority, Sivasagar, and all documents furnished with the application must be self-attested by the candidates. Applicant is to fill up the form in **BLOCK LETTERS**.
3. Application submitted without proper supporting documents or incomplete will be summarily rejected.
4. Canvassing directly or indirectly will immediately lead to rejection of candidature.
5. If any candidate is found to **have suppressed his educational qualification or given any wrong/false information** at the time of applying for the post, his candidature shall be liable to be rejected.
6. The **Last date of receipt** of application is **29.07.2024 till 5:00 pm**. No application received thereafter will be entertained.
7. Individual **Phone Nos./ Contact Nos. and E-mail ID**, if any, to be provided in the application.
8. The eligible candidate shall have to appear in interview/Viva voce, if/when called for.
9. List of eligible candidates/ rejected candidates, date, time and venue of walk-in interview and computer skill test will be uploaded in the official web site <https://sivasagar.dcourts.gov.in> in due course. **No separate call letters will be issued**. Applicants are requested to refer to the official website.
10. The Authority reserve the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.

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District and Sessions Judge cum
Chairman, DLSA, Sivasagar

Memo No. DLSA/SVR/ 2024/ **646-648**

Dated Sivasagar the 12th July, 2024

Copy to:

1. The System Officer, Sivasagar District Judiciary. He is directed to upload the advertisement in the official website immediately.
2. Notice Board, O/O the District & Sessions Judge, Sivasagar and O/o the District Legal Services Authority, Sivasagar.
3. Office file.


District and Sessions Judge cum
Chairman, DLSA, Sivasagar

12/7/24