



GOVERNMENT OF ASSAM
DISTRICT LEGAL SERVICES AUTHORITY, DARRANG
MANGALDAI-784125, ASSAM

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No. DLSA (D)

Dated, Mangaldai, the 12th day of June, 2024

ADVERTISEMENT

Dated 12.06.2024

**ADVERTISEMENT FOR THE CONTRACTUAL POST OF OFFICE ASSISTANT, RECEPTIONIST –CUM-
DATA ENTRY OPERATOR AND PEON IN THE OFFICE OF THE LEGAL AID DEFENSE COUNSEL SYSTEM
UNDER DISTRICT LEGAL SERVICES AUTHORITY, DARRANG AS PER THE LADCS MODIFIED SCHEME,
2022 OF NALSA**

As per the approval of Assam State Legal Services Authority, Guwahati, recruitment will be done for the below mentioned posts. In this regard, District Legal Services Authority, Darrang has decided to hold a ***Walk-in-Interview and Computer Skill Test*** for appointment as Contractual engagement in the following posts in the office of the Legal Aid Defense Counsel System at District Legal Services Authority, Darrang as per the LADCS Modified Scheme, 2022 of NALSA.

Sl No.	Name of the Posts	No. of Posts	Monthly Honorarium
01.	Office Assistant (Contractual)	02	Rs.18,000/- (as per NALSA Guideline)
02.	Receptionist-cum-Data Entry Operator(Contractual)	01	Rs.15,000/- (as per NALSA Guideline)
03.	Peon (Contractual)	01	Rs.12,000/- (as per NALSA Guideline)

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

01	Name of Post	Office Assistant (Contractual)
02	No. of Post	02 (two)
03	Honorarium	Rs.18,000/- (Rupees Eighteen Thousand only) Per month (fixed).
04	Qualification	Educational Qualification:-Graduation in any discipline, <ul style="list-style-type: none"> • 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	Walk-in-Interview followed by Computer Skill Test
06	Tenure	Initially for a period of 01(one)year
07	Age	Minimum: 18 years Maximum: 40 years as on the date of advertisement. Age Relaxation as per Govt. Rule

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

01	Name of Post	Receptionist-cum-Data Entry Operator (Contractual):
02	No. of Post	01 (one)
03	Honorarium	Rs.15,000/- (Rupees fifteen Thousand only) Per month (fixed).
04	Qualification	Educational Qualification:-Graduation in any discipline <ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Word and data processing abilities. • The ability to work telecommunication systems. • Proficiency with good typing speed.
05	Mode of Recruitment	Walk-in-Interview followed by Computer Skill Test
06	Tenure	Initially for a period of 01 (one) year
07	Age	Minimum: 21 years Maximum: 40 years as on the 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	Honorarium	Rs.12,000/- (Rupees Twelve Thousand only) per month (fixed).
04	Qualification	Educational Qualification: -Minimum Class VIII Pass. A candidate who has passed HSSLC or above shall be ineligible to apply for the post.
05	Mode of Recruitment	Walk-in-Interview
06	Tenure	Initially for a period of 01 (one) year
07	Age	Minimum: 18 years Maximum: 40 years as on the date of advertisement. Age Relaxation as per Govt. Rule

Terms and conditions:

1. The Candidate must be an Indian Citizen as defined in Article 5 & 8 of the Constitution of India.
2. The applicants shall mention their valid Mobile Number (Preferably WhatsApp No.) and valid e-Mail ID in the application form without fail.
3. The candidates must bring all documents and testimonials in ORIGINAL at the time of Walk-in-Interview.
4. The Last Date of receipt of application is **29.06.2024** during the office hours. No application will be entertained after the last date.
5. Application submitted without proper supporting documents or incomplete will be summarily rejected.
6. The Authority reserves the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.
7. Candidates serving in Govt. Department should bring /submit their application through proper channel.
8. Canvassing directly or indirectly will immediately lead to rejection of candidature.
9. No TA/DA will be admissible to the candidates for attending the recruitment process.
10. No separate call letters will be issued. Applicants are requested to refer to the official website.
11. The list of eligible candidates/rejected candidates along with the date, time and venue of Walk-in-Interview and Computer Skill Test shall be uploaded in the official web site ***<https://darrang.dcourts.gov.in>*** of Darrang district judiciary in due course. Candidates are required to visit the given website regularly.

12. The decision of the selection Committee shall be final in respect of any dispute, if arises out of the recruitment process.

13. The selection of candidates at all stages of selection process will be purely provisional and subject to satisfying the prescribed eligibility conditions. The application will be subject to scrutiny at every stage and shall be rejected if any defect is detected.

How to apply:

1. Application in Standard Form (Assam Gazette in Part-IX) along with self attested copies of testimonials viz. Age proof certificate, Certificates and mark sheets regarding educational qualifications, Certificate/Diploma in Computer Application(minimum 06(six) months), caste Certificate from competent authority, Valid Employment Exchange registration certificate, Experiences Certificate (if any)etc. with 02 (Two) recent passport size photographs with signature on the reverse side of the photographs to be enclosed.

2. The Application must be sent through by Post to the ***O/o the District Legal Services Authority, Darrang, Pin:784125, Assam***, or may be dropped in the Drop Box for Application to be kept at the O/o the District Legal Services Authority, Darrang on or before **29.06.2024 during the office hours.**

3. Candidates will have to super scribe "Application for the post (they have applied)" on the envelope containing the application.

4. The application must be addressed to the ***Secretary, District Legal Services Authority, Darrang, Mangaldai.***

Sd/-

District & Sessions Judge-cum- Chairman,
District Legal Services Authority,
Darrang, Mangaldai

Memo No. DLSA(D)/

Dated, Mangaldai, the 12th day of June, 2024

Copy to:

1. The Member-Secretary, Assam State Legal Services Authority, Guwahati, Assam.
2. The System Officer, Office of the District & Sessions Judge, Darrang, Mangaldai with a request to upload this advertisement in the official website of Darrang Judiciary.
3. The Notice Board of the Office of the District & Sessions Judge, Darrang, Mangaldai.
4. The Notice Board of the Office of the District Legal Services Authority, Darrang, Mangaldai.
5. The Office File.

Sd/-

District & Sessions Judge-cum- Chairman,
District Legal Services Authority,
Darrang, Mangaldai.