

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY :: DHUBRI



Top Floor, D.C's Court Building, Dhubri.
Telephone cum Fax number: 69012-81629, E-mail ID: dhubri.dlsa@gmail.com



জিলা আইন সেৱা প্ৰাধিকাৰী

ধুবুৰী-৭৮৩৩০১

ADVERTISEMENT Dated- 23 of July, 2024

As per the communication of ASLSA, vide No. ASLSA 192/2019/1100, dated 22/07/2024; applications are invited in Standard Form (Assam Gazette Part - IX) from the intending applicant who are citizen of India as defined in Articles 5 and 8 of the Constitution of India for contractual engagement in the following position in the Office of the Legal Aid Defence Counsel under District Legal Services Authority, Dhubri as per the LADCS Modified Scheme, 2022 of NALSA.

Sl. No.	Name of Position	No. of Vacancy	Monthly Honorarium/ Retainership fee	Qualification
01	Office Assistant	02 (Two)	Rs. 18,000/-	<ol style="list-style-type: none">1. Educational Qualification :- Graduation,2. Basic word processing skills and the ability to operate computer and skills to feed data,3. Good Typing speed with proper setting of petition,4. Ability to take dictation and prepare files for presentation in the Courts,5. File maintenance and processing knowledge.
02	Receptionist-cum-Data Entry Operator	01	Rs.18,000/-	<ol style="list-style-type: none">1. Educational Qualification :- Graduation,2. Excellent verbal and written communication skills3. Word and data processing abilities4. The ability to work telecommunication systems (telephones, fax machines, switchboards etc.)5. Proficiency with good typing speed.
03	Peon	02 (Two)	Rs. 12,500/-	Minimum education qualification is class VIII standard; and those who have passed HSSLC or above shall be ineligible to apply.

N.B. Honorarium/ Retainership fee as per NALSA Guideline on LADCS Office for Class-A towns (Population more than 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 as per Govt. Rule
4	Work Profile	<ol style="list-style-type: none">1. Keeping updated record of legal aided cases,2. Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,3. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,4. Typing applications, petitions, appeals etc5. Doing ministerial work related to cases such as

		filing applications for copies of orders, judgement etc., 6. Any other task assigned by the Chief Legal Aid Defense Counsel, 7. Any work/duty assigned by Legal Services Authority, 8. All duties assigned to Receptionist cum data entry operator.
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II. Details for the post of Receptionist-cum-Data Entry Operator:

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 as per Govt. Rule
4	Work Profile	<ol style="list-style-type: none"> 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 area, lobby or other office areas, 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.

II. Details for the post of Peon

1	Mode of Recruitment	Walk-in-Interview
2	Tenure	Initially for a period of 01 (one) year
3	Age	Minimum : 18 years Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rule
	Work Profile	<ol style="list-style-type: none"> 1. General work of MTS, Munshi or Peon, 2. Cleaning the office before the commencement of office hours, 3. Ensuring that all places in the office are kept clean, 4. Bringing and serving water, beverages to the visitors in the office, 5. Carrying dak, misc. work etc., 6. Any other work assigned by Legal Services Authority.

Terms & Conditions:-

1. Candidate must be a citizen of India.
2. The applicants shall mention their mobile no. (Preferably WhatsApp No.) and Email ID in the application form without fail.
3. Candidates must have valid Employment Exchange Registration Card.

4. Canvassing directly or indirectly will immediately lead to rejection of candidature.
5. The last date of receipt of application is **31-07-2024** during the office hours. No application will be entertained after the last date even due to any postal delay.
6. No T.A/D.A will be admissible to the candidates.
7. If any candidate is found to have suppressed his educational qualifications or to have given wrong information, at the time of applying for 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.
8. Application submitted without proper supporting documents or incomplete will be summarily rejected.
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, in due course. No separate call letters will be issued. Applicants are requested to refer to the official website.
10. The District & Sessions Judge-cum-Chairman, DLSA, Dhubri 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.


How to apply:-

1. The application in Standard Form (Assam Gazette Part - IX) with 03 copies of self-attested recent passport size photographs along with self-attested copies of testimonials viz. (i) Educational Qualification, (ii) Age proof certificate, (iii) Computer Certificate, (iv) Employment Exchange Card, (v) Caste Certificate, etc. to be enclosed.
2. The application should be addressed to the Secretary, District Legal Services Authority, Dhubri.
3. The complete application should reach to the office of the District Legal Services Authority, D.C.s Court Building, Dhubri on or before **31-07-2024**.

District & Sessions Judge cum Chairman,
District Legal Services Authority, Dhubri.

Copy to:-

1. The Member Secretary, Assam State Legal Services Authority, Guwahati, Assam for information.
2. The District Information & Public Relation Officer, Dhubri with a request to publish the above mentioned advertisement in 02(two) local dailies.
3. The System Officer. He is directed to upload the advertisement in the official website.
4. The Notice Board, O/o the District & Sessions Judge, Dhubri.
5. The Notice Board, O/o the District Legal Services Authority, Dhubri.
6. Office File.


District & Sessions Judge cum Chairman
District Legal Services Authority, Dhubri

Chairman,
Dist. Legal Services Authority Cum
Dist & Sessions Judge, Dhubri.