



**OFFICE OF THE  
DISTRICT LEGAL SERVICES AUTHORITY :: DIBRUGARH**

District & Sessions Judge Court Building, Dibrugarh-786001.

জিলা আইন সেৱা প্ৰাধিকাৰী :: ডিব্ৰুগড়-৭৮৬০০১



**ADVERTISEMENT**

**Dated : 12.07.2024**

As per approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati applications are invited from intending candidates in Standard Form (as per Part IX of Assam Gazette) for filling up the following posts under the establishment of the District Legal Services Authority, Dibrugarh as shown below:

Sl. No.	Name of Post	No. of Vacancy	Educational Qualification	Job Profile	Honorarium (Retainership fee)
1	Office Assistant (Contractual)	02 nos.	<ol style="list-style-type: none"><li>1. Educational Qualification : Graduation,</li><li>2. Basic word processing skills and the ability to operate computer and skills to feed data,</li><li>3. Good Typing speed with proper setting of petition,</li><li>4. Ability to take dictation and prepare files for presentation in the Courts,</li><li>5. File maintenance and processing knowledge</li></ol>	<ol style="list-style-type: none"><li>i. Keeping updated record of Legal aided cases</li><li>ii. Uploading the updated record / progress of the legal aided cases on NALSA portal and digital platforms as per directions,</li><li>iii. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,</li><li>iv. Typing applications, petitions, appeals etc,</li><li>v. Doing ministerial work related to cases such as filing applications for copies of orders, judgement etc,</li><li>vi. Any other task assigned by the Chief Legal Aid Defense Counsel,</li><li>vii. Any work / duty assigned by Legal Services Authority,</li></ol>	Rs. 18,000/- (As per NALSA guideline on LADCS office for Class – A Town)

				viii. All duties assigned to Receptionist cum data entry operator.	
2	Receptionist-cum-Data Entry Operator (Contractual)	01 no.	<p>1. Educational Qualification : Graduation,</p> <p>2. Excellent verbal and written communication skills,</p> <p>3. Word and data processing abilities,</p> <p>4. Ability to take work telecommunication systems (telephones, fax machine, switchboards etc),</p> <p>5. Proficiency with good typing speed.</p>	<p>i. Greeting clients and visitors and answering visitors inquiries.</p> <p>ii. Answering and routing incoming calls on a multi-line telephone system,</p> <p>iii. Scheduling and routing Legal aid seekers.</p> <p>iv. Maintaining the waiting area, lobby or other office areas,</p> <p>v. Scanning, photocopying, faxing</p> <p>vi. Collecting and routing mail and hand-delivered packages,</p> <p>vii. Answering face to face enquiries and providing information when required.</p> <p>viii. Uploading, at the initial point, legal aided cases on NALSA portal &amp; other platforms and updating the information from time to time,</p> <p>ix. Any work / duty assigned by Legal Services Authority,</p>	Rs. 18,000/- (As per NALSA guideline on LADCS office for Class – A Town)
3	Office Peon (Contractual)	02 nos.	1 The candidate must have minimum qualification of VIII standard passed and those who have passed HSSLC (Higher Secondary School Leaving Certificate) or above shall be ineligible	<p>i. General work of MTS, Munshi or Peon,</p> <p>ii. Cleaning the office before the commencement of office hours,</p> <p>iii. Ensuring that all</p>	Rs. 12,500/- (As per NALSA guideline on LADCS office for Class – A Town)

			to apply for the said post.	places in the office are kept clean,	
			2. Maintaining cleanliness of the office	iv. Bringing and serving water, beverages to the visitors in the office,	
			3. Bringing refreshments / tea etc.	v. Carrying dak, misc. work etc.	
			4. Delivering official documents / letters.	vi. Any other work assigned by Legal Services Authority.	
			5. Driving, electrical works etc on need basis.		

**Terms and Condition:**

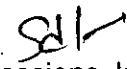
1. Candidates must be an Indian Citizen as defined in Articles 5 to 8 of the Constitution of India.
2. The engagement shall be purely temporary and on contract basis and doesn't entitle the person to be regularized in Govt. Service.
3. The candidates shall submit their Employment Exchange Registration No. along with their duly filled application.
4. After expiry of the contract period of 01 (one) year maximum, the contractual agreement automatically stands terminated unless renewed by competent authority.
5. The service may be extended after appropriate break in service, subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati.
6. Duly filled applications on Standard Form (as per Part IX of Assam Gazette) along with self attested photocopies of all the relevant testimonials and 02 (two) copies of recent passport size photographs should be addressed to the Secretary, District Legal Services Authority, Dibrugarh. The name of the post should clearly be mentioned at the top of the Envelope. Providing of contact no with email ID are compulsory.
7. Applications will be received in the Dropbox of the office of the District Legal Services Authority, Dibrugarh till 5.00 PM or by post on all working days on or before the **9<sup>th</sup> August, 2024**
8. Applications received after the last date of submission will be rejected. The undersigned shall not be responsible for any postal delay.
9. Vacancy position shown above is indicative only and may change at the discretion of the Authority (may also be reduced).
10. Incomplete applications will be summarily rejected without assigning any reason.
11. The undersigned reserves the right to cancel the advertisement and to modify any terms and conditions mentioned in the advertisement.

12. The candidates belonging to the Scheduled Caste/ Scheduled Tribe are entitled to the relaxation regarding the upper limit of the age as per norms.

13. Candidates found to be canvassing for selection shall be liable for rejection of their applications.

14. List of eligible candidates, date, time and venue and mode for conducting the selection procedure will be published in the official website of District Judiciary, Dibrugarh i.e. (<https://dibrugarh.dcourts.gov.in>)

15. No individual call letters will be issued to the candidates; candidates are requested to visit the given website (<https://dibrugarh.dcourts.gov.in>) regularly for further information and for updates.

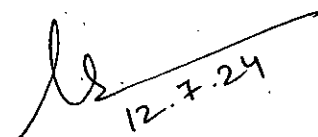
  
District & Sessions Judge  
– cum – Chairperson,  
District Legal Services Authority,  
~~Dibrugarh~~  
District Legal Services Authority  
Dibrugarh

Memo No.DLSA/DIB/ 1378/2024

Dated: Dibrugarh 12/07/2024

Copy to:

1. The Hon'ble Member Secretary, Assam State Legal Services Authority, Guwahati, for information.
- ✓ 2. The Systems Officer, Dibrugarh District Judiciary for uploading the Advertisement in the Official website.
3. Notice Board of District & Sessions Judge, Dibrugarh
4. Notice Board of Chief Judicial Magistrate, Dibrugarh
5. Notice Board of District Legal Services Authority, Dibrugarh
6. Office Copy

  
12.7.24  
District & Sessions Judge  
– cum – Chairperson,  
District Legal Services Authority,  
~~Dibrugarh~~  
Chairman  
District Legal Services Authority  
Dibrugarh