



**OFFICE OF THE  
DISTRICT LEGAL SERVICES AUTHORITY,  
FIRST FLOOR, DISTRICT & SESSIONS JUDGE COURT BUILDING,  
KOKRAJHAR**

Phone No-6901281638, Email-dlsakokrajhar@gmail.com

No. DLSAK-58/2024/

Dated-Kokrajhar, the 15<sup>th</sup> June, 2024

584

**ADVERTISEMENT**

Dated-Kokrajhar, the 15<sup>th</sup> June, 2024

As approved by the Hon'ble Executive Chairman, Assam State Legal Services Authority, vide letter No. ASLSA 192/2019/519 and direction given by the Member Secretary, Assam State Legal Services Authority, vide letter No. ASLSA/192/2019/721, dated-20.05.2024 applications are invited from intending candidates for contractual engagement (initially for one year) of the following posts in the Legal Aid Defense Counsel Office, under District Legal Services Authority, Kokrajhar, as per Legal Aid Defense Counsel Modified Scheme, 2022 of the National Legal Services Authority:


S.No	Name of the Posts	Number of Vacancy	Qualification	Honorarium (Retainer Fees & Salaries)
1	Office Assistants	2 (Two)	<ul style="list-style-type: none"><li>• Educational Qualification: Graduation,</li><li>• Basic word processing skills and the ability to operate computer and skills to feed data,</li><li>• Good Typing speed with proper setting of petition,</li><li>• Ability to take dictation and prepare files for presentation in the Courts,</li><li>• File maintenance and processing knowledge,</li></ul>	Rs. 15,000/- to Rs. 20,000/- (Exact amount to be finalized within aforementioned limit, later on)
2	Receptionist-cum-Data Entry Operator (Typist)	1 (One)	<ul style="list-style-type: none"><li>• Educational Qualification: Graduation,</li><li>• Excellent verbal and written communication skills,</li><li>• Word and data processing abilities,</li><li>• The ability to work telecommunication systems (telephones, fax machines, switchboards etc),</li><li>• Proficiency with good typing speed,</li></ul>	Rs. 15,000/- to Rs. 17,000/- (Exact amount to be finalized within aforementioned limit, later on)

3	Peon	2 (Two)	<ul style="list-style-type: none"> <li>• Candidate must be class VIII passed.</li> <li>Those who have passed HSSLC or above shall not be eligible to apply</li> </ul>	Rs. 10,000/- to Rs. 12,000/- (Exact amount to be finalized within aforementioned limit, later on)
---	------	---------	---	---

**Terms and Conditions:-**

1. The Candidate must be an Indian Citizen as defined in Articles 5 to 8 of the Constitution of India.
2. The appointments shall be purely temporary and on contract basis and doesn't entitle the person to be regularized in Govt. Service.
3. After expiry of the contract period of 1 (One) year, the contractual agreement automatically stand terminated unless renewed by competent authority. Candidates already in service should apply through proper channel.
4. Applications must be duly filled in the Standard Form (as per IX of Assam Gazette) along photocopies of all the documents and 02 (two) copies of recent passport size photographs should be addressed to the Secretary, District Legal Services Authority, Kokrajhar. The name of the post should clearly be mentioned at the top of the envelope, providing of contact number with email ID is compulsory.
5. Applicants with work experience will be given preference.
6. Application must reach the undersigned on or before 16.07.2024 up to 04:30 P.M. No application will be entertained after the last date fixed.
7. The number of posts available as mentioned in the advertisement may vary as per decision of the Selection Committee.
8. Applications received after the last date of submission will be rejected. The undersigned shall not be responsible for any postal delay.
9. Incomplete applications will be summarily rejected without assigning any reasons.
10. The undersigned reserves the right to cancel the advertisement and to modify any terms and conditions mentioned in the advertisement.
11. List of eligible candidates, date, time, venue and mode for conducting the selecting procedure will be published in the official website of District Judiciary, Kokrajhar.
12. No individual call letters will be issued to the applicants. They are requested to visit the given website (<https://kokrajhar.dcourts.gov.in/>) and Official Facebook Page (**District Legal Services Authority Kokrajhar**) regularly for updates.

  
 (Smt. N. Talukdar)  
 District & Sessions Judge-Cum-Chairman  
 District Legal Services Authority  
 Kokrajhar

  
 15/06/24