

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, CACHAR (ASSAM)

ADVERTISEMENT

Date:06/08/2025

Applications are invited in Standard Form (Assam Gazette Part- IX) from intending candidates for filling up the following vacant posts (on contractual basis) in the Office of the Legal Aid Defense Counsel System (LADCS) under the District Legal Services Authority, Cachar, as per the LADCS Modified Scheme, 2022 of NALSA.

Sl. No.	Name of Post	No. of Vacancy	Pay	Category	Age Limit	Educational Qualification
01	Receptionist – cum- Data Entry Operator (Typist) (on contractual basis)	01 (one) No.	Rs. 18,000/- (Fix Pay per month)	Open	18 years to 40 years as on 01-01-2025 (Age Relaxation as per Govt. rules)	Graduation in any stream from a recognized University along with a 06 (Six) months diploma/certificate course in Computers with proficiency in MS Office, Internet and Email. Candidate should also possess good verbal and written communication skills, and ability to work in telecommunication systems.
02	Office Peon (on contractual basis)	01 (one) No.	Rs. 12,500/- (Fix Pay per month)	Open	-Do-	Class VIII passed. Candidates who have passed HSSLC or above shall be ineligible to apply.

General terms and conditions:

- 1 .The candidate must be an Indian citizen as defined in Article 5 to 8 of the Constitution of India.
2. The appointment shall be purely temporary and on contractual basis and does not entitle the person for being regularized in Govt. Service.
3. After expiry of contract period of 01 (one) year, the contractual agreement will automatically stands/cease to be terminated.
4. 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.
5. The candidates for Receptionist -cum- Data Entry Operator shall also possess good typing speed with proper drafting skills, file maintenance and processing knowledge.


Contd...

6. If any candidate is found to have suppressed his/her educational qualification or given any wrong information at the time of applying for the post, his/her candidature shall be liable to be rejected summarily, without assigning any reason thereof.
7. The last date of receipt of application is **07 (Seven) days from date of publication of this advertisement**. The office shall not be liable for any postal delay.
8. Duly filled applications in Standard Form of application (Assam Gazette Part IX) along with self attested photocopies of all the relevant testimonials and 02 (two) copies of recent passport size photographs should be addressed to **The Chairman, District Legal Services Authority, Cachar, Court Road, Opp. District & Sessions Judges' Court, Silchar, Assam Pin-788001**.
9. The contact numbers and email id (if any) must be provided in the application.
10. The applicants have to submit their application in a sealed envelope in the "**DROP BOX**" provided for the purpose in front of the premises of the office of The **Chairman, District Legal Services Authority, Cachar, Court Road, Opp. District & Sessions Judge Court, Silchar, Assam Pin-788001**. Applicants may also send their applications through post at the same address. The office shall not be liable for any postal delay.
11. The applicant must mention at the top of the envelope containing the application "**APPLICATION FOR THE POST OF OFFICE RECEPTIONIST-CUM-DATA ENTRY OPERATOR**" for candidates intending to apply for the post of Receptionist -cum- Data Entry Operator and "**APPLICATION FOR THE POST OF OFFICE PEON**" for candidates intending to apply for the post of Peon.

12. **Selection Procedure:-**

Sl. No.	Name of Post	Procedure of Selection
1.	Receptionist -cum- Data Entry Operator (Typist)	Skill Test followed by Interview
2.	Office Peon	Walk-in-Interview

13. The list of eligible candidates will be uploaded in the official website of Cachar Judiciary (cachar.dcourts.gov.in) with the date of Interview and Skill Test and shall also be intimated on their respective mobile phones.
14. No separate call letter will be issued from this office.
15. All other information relating to recruitment process (including final results) will be published in the official website of Cachar District Judiciary.
16. All the applicants are advised to visit the official website frequently.
17. Canvassing directly or indirectly shall disqualify his/her candidature.
18. No TA/DA will be admissible to the candidates for appearing for the Interview/Skill Test.


District & Sessions Judge -cum-Chairman,
District Legal Services Authority,
Cachar, Silchar.

Contd...

Memo No.DLSA/EST/27/2024/7910-7917

Date: 06/08/25.

Copy for information to-

1. The Hon'ble Member Secretary, ASLSA, Guwahati, for information.
2. The Asstt. Director of Employment, District Employment Exchange, Cachar for wide publicity of this advertisement.
3. The Deputy Director of Information and Public Relation, Barak Valley Region, Silchar, with a request for publication of the advertisement in 1 (one) widely circulated local Bengali Newspaper and in 1 (one) widely circulated local English Newspaper immediately.
- ✓ 4. The Systems Officer, of O/o The District & Sessions Judge, Cachar, for uploading the advertisement in the official website of Cachar District Judiciary.
5. The President/ Secretary, District Bar Association, Cachar, Silchar with a request to display the same in Notice Board of District Bar Association, Cachar, Silchar and also in Lakhipur.
6. The President/ Secretary, Advocates Bar Association, Cachar, Silchar with a request to display the same in Notice Board.
7. The Notice Board, of O/o The District & Sessions Judge, Cachar, Silchar, The Chief Judicial Magistrate, Cachar, Silchar, The District Legal Services Authority, Cachar, Silchar, The District Commissioner, Cachar, Silchar, The Family Court, Cachar, Silchar, Industrial Tribunal, Cachar, Silchar, The MACT, Cachar, Silchar and The SDJM(M), Lakhipur, Cachar.
8. Office File.

District & Sessions Judge -cum-Chairman,
District Legal Services Authority,
Cachar, Silchar.

DLSA, Cachar, Silchar