

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY:GOALPARA, ASSAM
NO. DLSAG/ DATED 10.06.2024

ADVERTISEMENT
Dated. 10th May, 2024

Applications are invited in Standard Form (as per Part IX of Assam Gazette), from intending candidates, who are citizens of India, for contractual engagement (initially for one year) in the following posts in the Legal Aid Defence Counsel Office, under District Legal Services Authority, Goalpara, as per the LADCS Modified Scheme, 2022 of NALSA. **Last Date for submission of Application is on 06.07.2024**

Sl. No.	Name of the Post	No. of Post	Monthly honorarium	Qualification & other skills required	Mode of Selection
1.	Office Assistant	2	18,000/- (as per NALSA guideline on LADCS office for Class -A Town)	i. Graduate (any discipline) ii. Basic word processing skills and the ability to operate computer and skills to feed data. iii. Good typing speed with proper setting of petition iv. Ability to take dictation and prepare files for presentation in the courts. v. File maintenance and processing knowledge	Personal Interview and Computer Skill Test
2.	Receptionist- Cum- Data Entry Operator	1	18,000/- (as per NALSA guideline on LADCS office for Class -A Town)	i. Graduate (any discipline) ii. Excellent verbal and written communication skills iii. Word and data processing abilities, iv. Ability to work telecommunication system (telephones, fax machines, switchboards etc. v. Proficiency with good typing speed.	Personal Interview and Computer Skill Test
3.	Office Peon	2	12,500/- as per NALSA guideline on LADCS office for Class -A Town)	Candidate must be class VIII passed. Those who have passed HSSLC or above shall be ineligible to apply	Personal Interview

Age Limit: Minimum:18 years and Maximum: 38 Years as on the date of advertisement for all post.
(Age Relaxation as per Govt. Rule)

Details of the post and general information can be downloaded from the official website of Goalpara District Judiciary: (<https://goalpara.dcourts.gov.in>).


District & Sessions Judge-Cum-Chairman
District Legal Services Authority, Goalpara
District & Sessions Judge-Cum-Chairman
District Legal Services Authority
Goalpara


Memo. No. DLSAG/ 851-856

Dated 10.06.2024

Copy to:

1. The Member Secretary, Assam State Legal Services Authority, Guwahati.
2. The District Public Information & Public Relation Officer, Goalpara, Assam, with a request to publish the advertisement in Assam Tribune, Axomiya Pratidin and Dainik Axom newspaper.
3. The System Officer, O/O of the District & Sessions Judge, Goalpara for uploading this advertisement in the official website of Goalpara District Judiciary.
4. Notice Board of District & Sessions Judge, Goalpara.
5. Notice Board of District Legal Services Authority, Goalpara.
6. Office file.

District & Sessions Judge-Cum-Chairman
District Legal Services Authority, Goalpara
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District Legal Services Authority
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10/6/24

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www.findassamj...com

3. Details for the post of Office Assistants

9.	Name of the Post	Office Assistant			
10.	No. of the Post	02 (Two)			
11.	Salary/Honorarium	Rs. 18,000/- per month			
12.	Mode of interview	personal interview & computer skill test			
13.	Tenure	Initially for a period of 1 (one) year			
14.	Age	Category wise age limit, as on the last date of receipt of application is as under			
		Sl. No	Category	Minimum age	Maximum Age
		xi.	General	18	38
		xii.	OBC/MOBC	18	41
		xiii.	SC	18	43
		xiv.	ST	18	43
		xv.	PWD	18	48
15.	Work Profile	<ul style="list-style-type: none"> • Keeping updated record of legal aided cases • Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions • Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner • Typing applications, petitions, appeal etc. • Doing ministerial work related to cases such a filing applications for copies of orders, judgement etc. • Any other task assigned by the Chief Legal Aid Defence Counsel • Any other task assigned by legal Services Authority • All duties assigned to Receptionist-Cum-data entry operator. 			

4. Details for the post of Receptionist-Cum-Data Entry Operator

5.	Name of the Post	Receptionist-Cum-Data Entry Operator			
6.	No. of the Post	01 (one)			
7.	Salary/Honorarium	Rs. 18,000/- per month			
vi.	Mode of interview	personal interview & computer skill test			
vii.	Tenure	Initially for a period of 1 (one) year			
viii.	Age	Category wise age limit, as on the last date of receipt of application is as under			
		Sl. No	Category	Minimum age	Maximum Age
		i.	General	18	38
		ii.	OBC/MOBC	18	41
		iii.	SC	18	43
		iv.	ST	18	43
		v.	PWD	18	48

vi.	Work Profile	<ul style="list-style-type: none"> • Greeting clients and visitors and answering visitors inquiries, • Answering and routing incoming calls on multi-line telephone system, • Scheduling and routing legal aid seekers, • Maintaining the waiting area, lobby or other office areas, • Scanning ,photocopying, faxing, • Collecting and routing mail and hand-delivered packages, • Answering face-to face enquiries and providing information when required, • Uploading, at the initial point, legal aided cases on NALSA portal & other platforms and updating the information from time to time, • Any work/duty assigned by Legal Services Authorities.
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vii. Details for the post of Office Peon

5.	Name of the Post	Office Peon			
6.	No. of the Post	01 (one)			
7.	Salary/Honorarium	Rs. 12,500/- per month			
8.	Qualification	i. Candidate must be class VIII passed. Those who have passed HSLC or above shall be ineligible to apply			
ii.	Mode of interview	Personal interview			
iii.	Tenure	Initially for a period of 1 (one) year			
iv.	Age	Sl. No	Category	Minimum age	Maximum Age
		vii.	General	18	38
		viii.	OBC/MOBC	18	41
		ix.	SC	18	43
		x.	ST	18	43
		xi.	PWD	18	48
xii.	Work Profile	<ul style="list-style-type: none"> • General work of MTS, Munshi or peon • Cleaning the office before the commencement of office hours • Ensuring that all places in the office are kept clean • Bringing and serving water, beverages to the visitors in the office • Carrying dak, misc. work etc. • Any other work assigned by legal Services Authority 			

General instruction for candidates:

- Candidates must be an Indian Citizen as per the Constitution of India
- Candidates must have registered their names in the Employment Exchange.
- The applications containing duly filled up Applications Form and the self attested photocopies of all relevant testimonials regarding educational qualification, experience if any, caste, age proof, employment exchange registration card, NOC from employer (wherever applicable) etc. along with 2 copies recent passport size photograph, duly signed by the candidate on the reverse side should be dropped in the DROP BOX, labeled "PROP BOX OF APPLICATIONS FOR TEMPORARY ENGAGEMENT OF OFFICE ASSISTANT, RECEPTIONIST-CUM-DATA ENTRY OPERATOR AND OFFICE PEON" kept in the office premises of the office of the, District Legal Services Authority, Goalpara, Assam on or before the last date.
- The envelope containing the application form should be super scribed as 1. APPLICATION FOR TEMPORARY ENGAGEMENT OF OFFICE ASSISTANT, LADCS, GOALPARA (candidates of Office Assistant) and 2. APPLICATION FOR TEMPORARY ENGAGEMENT OF Receptionist-Cum-Data Entry Operator, LADCS, GOALPARA (candidates of Receptionist-Cum-Data Entry Operator) 3. APPLICATION FOR TEMPORARY ENGAGEMENT OF PEON, LADCS, GOALPARA (candidates of office peon).
- Applications submitted in any other mode such as by post, email etc. except as indicated above will be summarily rejected without any communication.
- 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 liable to criminal prosecution as per law.
- Application submitted without proper supporting documents or incomplete will be summarily rejected.
- The List of eligible candidates/rejected candidates alongwith specific dates of written test/ viva-voce etc. shall be uploaded in the official website of Goalpara District Judiciary: (<https://goalpara.dcourts.gov.in>), and notice board of District & Sessions Judge, Goalpara and DLSA, Goalpara in due course. No individual call letter will be issued. Applicants are requested to refer the official website.
- No TA/DA will be admissible to the candidates for attending the written test/ interview.
- The District & Sessions Judge-Cum-Chairman, DLSA, Goalpara reserves the right to alter/modify or change any terms and conditions including selection criteria etc. mentioned in the advertisement and in such an eventually due notice thereof will be published at the discretion of the undersigned.


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