

NOTIFICATION

In partial modification of the advertisement published vide No: DLSA/CHD/2024/243 Dated the 24th June, 2024, the last date of submission of application for the posts of Office Assistant, Receptionist- Cum- Data Entry Operator, and office peon is hereby extended till 29/07/2024. Further, the number of posts has also been increased and total number of posts will be as shown below:-

Sl. No.	Name of the Post	No. of Post	Monthly honorarium	Qualification & other skills required	Documents required	Mode of Selection
1.	Office Assistant	3	15,000/-	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	Documentary proof/ certificates in support of qualification	Personal Interview and Computer Skill Test
2.	Receptionist - Cum- Data Entry Operator	1	15,000/-	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.	Documentary proof/ certificates in support of qualification	Personal Interview and Computer Skill Test
3.	Office Peon	3	10,000/-	Candidate must be class VIII passed. Those who have passed HSSLC or above shall be ineligible to apply qualification	Documentary proof/ certificates in support of	Personal Interview

Work Profile:-**1. Office Assistant**

- 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 as filing applications for copies of orders, judgment etc.
- Any other task assigned by the Chief Legal Aid Defense Counsel
- Any other task assigned by legal Services Authority
- All duties assigned to Receptionist-Cum-data entry operator.

2. Receptionist-Cum-Data Entry Operator

- 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.

3. Office Peon

- 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

Terms and conditions:-

1. Candidate must be a citizen of India.
2. The appointments shall be purely temporary and on contract basis and does not entitle the person to be regularized.
3. The contractual engagement shall be initially for a period of 1 (One) year with stipulation of extension of yearly basis subject to satisfactory performance. The Service may be extended subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati.
4. Experienced candidates will be given preference.
5. Candidates must have registered their name in the Employment Exchange with a valid Employment Exchange Number.
6. Duly filed application forms 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, Charaideo. The Name of the post applied for should clearly be mentioned overleaf the envelope. Providing of Contact number is compulsory.
7. The candidate must not below the age of 21 years above 38 Years as on the date of advertisement. Age relaxation to SC, ST, OBC, MOBC, PwD candidates will be given as per Govt. rules
8. Applications may be dropped in the drop box installed at the Office of the District Legal Services Authority, Charaideo, or may be sent by post. The last date of receiving the applications is till 29/07/2024 during Office Hours. The office of the District Legal Services Authority, Charaideo shall not be responsible for any postal delay.
9. Applications received after due date shall summarily be rejected. Incomplete applications shall be summarily rejected without assigning any reason.
10. The scope of work, selection procedure, qualification, work profile, termination of service, code of ethics, entitlement of leave etc. will be as per the guideline of NALSA/ASLSA.
11. The undersigned reserves the right to cancel the Advertisement and to alter/ modify the terms and conditions mentioned in this advertisement.
12. List of shortlisted eligible candidates will be notified in the Official Notice Board as well as uploaded in the Official website of Charaideo District Judiciary, i.e. <https://charaideo.dcourts.gov.in> for interview. No individual call letter will be issued.
13. Canvassing directly or indirectly will disqualify the candidate.
14. No TA/DA will be provided for appearing in the interview.

Sd/- Chairman
District Legal Service Authority,
Charaideo