



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, KAMRUP(M)

District & Sessions Judge's Court Campus, Panbazar, Guwahati - 1

Email id : dlsakamrupn@gmail.com

Contact No. : 69012-81635



ADVERTISEMENT

DATED: 31.07.2024

Applications are invited in standard form as published in Assam Gazette in Part IX from eligible candidates who are citizens of India for filing up of 03 Office Assistant/Clerks, 01 Receptionist Cum Data Entry Operator and 03 Office Peon (Munshi/ Attendant) (all are contractual engagement) in the Office of District Legal Services Authority, Kamrup (M), Assam as per Legal Aid Defence Counsel Scheme (Modified) 2022.

Sl No.	Name of Post & Mode of Recruitment	No. of Vacancy	Qualifications & other skills required	Honorarium
1	Office Assistant/ Clerks. Walk in Interview	03 (Three)	<u>Educational Qualification:</u> • Graduation in any Discipline, <u>Other skills required:</u> • Basic word processing skills and the ability to operate computer and skills to feed data, • Good Typing speed with proper setting of petition, • Ability to take dictation and prepare	Rupees 18,000/- per month. (Subject to the provisions of LADC Scheme and further orders/instruction by the NALSA/ASLSA)



			files for presentation in the Courts, • File maintenance and processing knowledge	
2	Receptionist Cum Data Entry Operator Computer Skill Test followed by Interview	01 (one)	<u>Educational Qualification:</u> • Graduation in any Discipline, <u>Other skills required:</u> • Excellent verbal and written communication skills, • Word and data processing abilities. • The ability to work telecommunication systems (telephones, fax machines, switchboards etc) • Proficiency with good typing speed	Rupees 18,000/- per month. (Subject to the provisions of LADC Scheme and further orders/instruction by the NALSA/ASLSA)
3	Office Peon (Munshi/ Attendant) Walk in Interview	03 (Three)	Class VIII pass but not class XII pass	Upto Rupees 12,500/- per month. (Subject to the provisions of LADC Scheme and further orders/instruction by the NALSA/ASLSA)



Terms and Conditions:

1. Candidate must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India.
2. A candidate shall not be below 18 years of age and above 40 years in case of general candidates as on 31.07.2024. The upper age limit in case of candidates belonging to SC & ST category shall be 45 years and in case of candidates belonging to OBC/MOBC category shall be 43 years as on 30.07.2024. (As per Govt. of Assam, Deptt. Of Personnel O.M No. ABP.6/2016/51 dated 02/09/2020)
3. Candidates having work experience in the field of legal aid related matters shall be given preference.
4. The appointments shall be purely temporary and on contract basis and doesn't entitle the person to be regularized in Govt. Service.
5. After expiry of the contract period of 01 year, the contractual agreement automatically stands terminated unless renewed by competent authority.
6. 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.
7. The selected candidates shall be required to perform all the duties as mentioned in the LADCs (Modified) Scheme, 2022 in the Kamrup (M) district.
8. Duly filed applications in standard form as published in Assam Gazette Part IX along with self-attested photocopies of all the relevant testimonials (educational qualification certificate, computer education certificate, age proof document, Caste Certificate, updated Employment Exchange Registration Certificate, experience certificate, if any, etc) and 02 copies of recent passport photographs should be addressed to the District & Sessions Judge cum Chairman, District Legal Services Authority, Kamrup (M). The name of the post should clearly be mentioned at the top of the Envelope. Providing of contact number with valid email id is compulsory.

9. Applications will be received in the office of the District Legal Services Authority, Kamrup (M) by post or directly by hand on all working days on or before 05.00 P.M from 01-08-2024 till 16.08.2024. Applications received by post or by hand after 05:00 P.M of 16.08.2024 shall not be accepted under any circumstances. The undersigned shall not be responsible for any postal delay.

10. A candidate who is already in any other service shall apply through proper channel.

11. Incomplete applications will be summarily rejected without assigning any reason.

12. The undersigned reserves the right to cancel the advertisement and/or to modify any terms and conditions mentioned in the advertisement.

13. Canvassing directly or indirectly shall be liable for disqualification of the candidate.

14. List of eligible candidates, date, time, and venue of walk in interview and computer skill test shall be published in the official website of District Judiciary, Kamrup (M) – <https://kamrupmetro.dcourts.gov.in>.

15. Applicants/candidates are requested to visit the website i.e., <https://kamrupmetro.dcourts.gov.in> regularly for further information and updates. No individual call letters will be issued to the candidates for interview/viva voce, computer test, etc.

16. Candidates shall appear at the interview/ viva voce, computer test, etc at their own cost. No T.A/ D.A shall be admissible for the same.

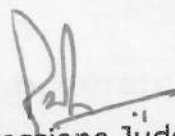
sd/r
District & Sessions Judge
-cum- Chairman,
District Legal Services Authority,
Kamrup (M), Guwahati.


Memo No. DLSA/Kam (M)/ 2838-42 / 2024, Dated 31st July, 2024

Copy for kind information to:-

1. The DIPRO, Kamrup (M) with a request to publish the advertisement in at least two local daily newspapers (one in English and one in Assamese)
2. The System Officer, District & Sessions Judge, Kamrup (M) with a request to upload the advertisement in the official website of Kamrup (M) District Judiciary.
3. Notice Board of the O/O of the District & Sessions Judge, Kamrup (M)
4. Notice Board of the O/O of the District Legal Services Authority, Kamrup (M)
5. Office file.




District & Sessions Judge
-cum- Chairman,
District Legal Services Authority,
Kamrup (M), Guwahati.


District & Sessions Judge
-Cum Chairman
District Legal Services Authority
Kamrup (M)