

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, GOALPARA,**

NO. DLSAG/

DATED 11.09.2024

**ADVERTISEMENT**Dated 11<sup>th</sup> day of September, 2024

Applications are hereby invited in Standard Form of Application from intending candidates who are citizen of India as defined in Articles 5 and 8 of the Constitution of India for filling up the 1 (one) vacant post of Lower Division Assistant in the office of District Legal Services Authority, Goalpara, Assam as per below mentioned details:

Sl. No	Name of the Post	No. of Post	Scale of Pay	Qualification	Category
1	Lower Division Assistant	1	Pay band Rs.14000 to Rs 70,000/- + Grade pay 6200/-	Graduate (any discipline) from a recognized University with Certificate on computer Education minimum Six (6) months	Unreserved

**Terms and conditions :**

1. Candidates must be an Indian Citizen as per the Constitution of India as defined in Articles 5 and 8 of the Constitution of India.

**Age Limit:** Candidate should not be less than 18 years and more than 40 years of the age as on 01.01.2024. The upper age limit is relaxable as follows:

- a. 5 years for SC/ST candidates
- b. 3 years for OBC/MOBC candidates

- c. 2 years for Ex-Servicemen
- d. 10 years for PWD Candidates

The age of the candidates will be calculated on the basis of the Matriculation/HSLC passed certificate issued by a recognised Board/Council. No other document shall be accepted in lieu thereof for this purpose.

3. Candidates must have registered their names in the Employment Exchange and must submit the valid registration card along with the application.
4. Preference will be given to the candidates having proficiency in computer application and type writing Diploma, both in English and Assamese.
5. Defective/incomplete application shall summarily be rejected. Applications submitted without proper supporting documents or incomplete documents will be summarily rejected.
6. Canvassing directly or indirectly will immediately lead to rejection of candidature.
7. The complete applications containing duly filled up Application Form in **standard form** and the **self attested** photocopies of all relevant testimonials regarding educational qualification, experience if any, caste, age proof, employment exchange registration card etc. along with **3 copies of recent passport size photograph**, duly signed by the candidate on the reverse side should reach the office of District Legal Services Authority, Goalpara till 5 p.m of 07.10.2024.
8. The Candidate serving under Govt. Department should apply through proper channel i.e. NOC from concerned employer.

9. The applicant have to drop the application in the DROP BOX, within caption **"DROP BOX OF APPLICATIONS FOR recruitment of LOWER DIVISION ASSISTANT"**, kept in the office premises of the office of the District Legal Services Authority, Goalpara, Assam during official hours or send through registered post in official address on or before the last date.
10. No application will be entertained after the expiry of the last date. The Authority shall not consider any delay in submitting application caused due to postal or any other inconvenience.
11. The envelope containing the application form should be super- scribed as **"APPLICATION FOR LOWER DIVISION ASSISTANT, of District Legal Services Authority, GOALPARA, addressing to the District & Sessions Judge-Cum-Chairman, District Legal Services Authority, Goalpara."**
12. Applications submitted by email will be summarily rejected without any communication.
13. 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 be liable to criminal prosecution as per law.
14. Candidates must provide their valid **email address** and **mobile phone number** in the application form without fail.
15. The List of eligible candidates/rejected candidates along with specific dates of written test will 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 to the official website.** The qualified candidates only in the written test shall be called for computer skill test and viva in due course.

16. No TA/DA will be admissible to the candidates for attending the written test/ interview.

17. The office of the District Legal Services Authority, 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.

18. Mere Selection shall not entitle the candidate to get an appointment. Appointment of the aforesaid post of the selected candidate is subject to necessary approval from the concerned authority.

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

Memo No.DLSAG/1706-13

Dated 11.09.2024

Copy to:

1. The Member Secretary, Assam State Legal Services Authority, Guwahati.
2. Joint Secretary to the Govt of Assam, Legislative Department, Dispur, Guwahati-6

3. The District Public Information & Public Relation Officer, Goalpara, Assam, with a request to publish the advertisement in at least two daily newspapers.
4. The System Officer, O/o of the District & Sessions Judge, Goalpara for uploading this advertisement in the official website of Goalpara District Judiciary.
5. Notice Board, District & Sessions Judge, Goalpara.
6. Notice Board, Chief Judicial Magistrate, Goalpara.
7. Notice Board, District Legal Services Authority, Goalpara.
8. Office file.

 11.09.24

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