

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY ::: DHEMAJI.

ADVERTISEMENT

Dated, Dhemaji the 31st May, 2024.

As per approval of the Hon'ble Executive Chairman, ASLSA communicated vide letter No. ASLSA 192/2019/554, dated 23.04.2024, applications are invited in Standard Form (Assam Gazette Part –IX) from the intending candidates who are citizen of India as defined in Article 5 & 8 of the Constitution Of India for Contractual engagement in the following posts in the Office of the Legal Aid Defense Counsel System (LADCS) under District Legal Services Authority, Dhemaji as per LADCS Scheme (Modified) 2022 of NALSA.

Sl. No	Name of the Post.	No. of Vacancy	Honorarium	Selection Criteria	Qualification & other skills required.
1.	Office Assistant (Contractual)	01 (One)	Rs. 15,000/- per month. (Fixed Pay) (Subject to provisions of LADC Scheme and further orders/instruction by the NALSA/ASLSA)	Walk-in-Interview / Viva Voce and Computer Skill Test	Education Qualification: Graduation in any discipline. Other skills required : 1. Basic word processing skills and the ability to operate computer and skills to feed data. 2. Good Typing Speed with proper setting of petition. 3. Ability to take dictation and prepare files for presentation in the Courts. 4. File Maintenance and Processing knowledge.
2.	Peon (Contractual)	01 (One)	Rs. 10,000/- per month. (Fixed Pay) (Subject to provisions of LADC Scheme and further orders/instruction by the NALSA/ASLSA)	Walk-in-Interview	Class VIII pass but not Class XII pass.

N.B : Salary as per NALSA guidelines on LADCS Office for Class-B towns (Population more than 2 lacs but below 10 lacs)

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

Sd/-
District & Sessions Judge – cum- Chairman
District Legal Services Authority,
Dhemaji.

Memo No. DLSA(DH)/ 802 - 07 /2024 dated. Dhemaji the 31st May, 2024.

Copy to:-

1. The Member Secretary, Assam State Legal Services Authority, Guwahati, Assam.
2. The D.I.P.R.O., Dhemaji with a request to publish in 02 (two) leading daily newspapers (English & Assamese) immediately.
3. The System Assistant, District Judiciary, Dhemaji. He is directed to upload the Advertisement in the Dhemaji District Judiciary official website.
4. The Notice Board, O/o The District & Sessions Judge, Dhemaji.
5. The Notice Board, O/o The District Legal Services Authority, Dhemaji.
6. Office File.

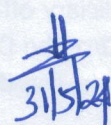
31/5/24
District & Sessions Judge – cum- Chairman
District Legal Services Authority,
Dhemaji.

1. Details for the post of Office Assistant (Contractual)

Name of the Post	Office Assistant (Contractual)
No. of Post	01 (One)
Salary	Rs. 15,000/- (Rupees Fifteen Thousand Only) per month Fixed Pay
Qualification	<ul style="list-style-type: none">• Education Qualification: Must be A Graduate in any discipline.• Knowledge in basic Computer Application like MS Office, Word, Excel, Power Point , DTP (English & Assamese), Internet etc.• Good Typing Speed with proper setting of petition• Ability to take Dictation.• File maintenance and processing knowledge.
Mode of Recruitment	Walk-in-Interview / Viva Voce and Computer Skill Test.
Tenure	Initially for a period of 01 (One) Year.
Age	Minimum: 18 Years. Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rules.
Work Profile	<ol style="list-style-type: none">(i) Keeping updated record of Legal Aid Cases.(ii) Uploading the updated record / progress of the Legal Aid Cases on NALSA portal and in the digital platforms as per directions.(iii) Maintain complete files of legal aided cases and keeping files with proper index in a systematic manner.(iv) Typing application, petitions, appeals etc.(v) Doing ministerial work related to cases such as filing applications for copies of order, Judgment etc.(vi) Any work/ duty assigned by the Authority(vii) All duties assigned to Receptionist cum data entry operator.

2. Details for the post of Peon (Contractual)

Name of the Post	Peon (Contractual)
No. of Post	01 (One)
Salary	Rs. 10,000/- (Rupees Ten Thousand Only) per month Fixed Pay
Qualification	Education Qualification: Class VIII pass but not Class XII pass.
Mode of Recruitment	Walk-in-Interview.
Tenure	Initially for a period of 01 (One) Year.
Age	Minimum: 18 Years. Maximum: 40 years as on date of advertisement. Age Relaxation as per Govt. Rules.
Work Profile	<ol style="list-style-type: none">(i) General Work of MTS, Munshi or Peon.(ii) Cleaning the office in the Office Hours.(iii) Ensuring that all places in office are kept clean.(iv) Bringing and serving water, beverages to the visitors in the office.(v) Carrying dak, letters, Misc work etc.(vi) Any other work assigned by the Authority.


District & Sessions Judge – cum- Chairman
District Legal Services Authority,
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General Instruction for the Candidates applying for the Posts.

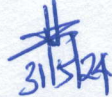
1. Candidate must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India.
2. A candidate shall not be below 18 years of age and above 40 years in case of general candidates as on 30.04.2024. The upper age limit in case of candidate belonging to SC & ST category shall be 45 years and in case of candidates belonging to OBC/MOBC category shall be 43 years as on 30.04.2024. (As per Govt. of Assam, Deptt. Of Personnel O.M No. ABP.6/2016/51 dated 02.09.2020)
3. The candidate for Office Assistant must be a Graduate from any discipline and the candidate for Office Peon must be class VIII pass but not class XII pass.
4. Candidates must have registered their name in the Employment Exchange with a valid Employment Exchange number.
5. In addition to the educational qualification as mentioned above; the candidate for the post of office assistant should have 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 filed for presentation in the courts, File Maintenance and processing knowledge.
6. The appointments shall be purely temporary and on contract basis and doesn't entitled the person to be regularized in Govt. Service.
7. After expiry of the contract period of 01 (One) year, the contractual agreement automatically stand terminated unless renewed by competent authority.
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, experience certificate, caste certificate if any, etc) and 02 copies of recent passport photographs. All the documents furnished with the application must be self attached by the candidate. Applicant is to fill up form in BLOCK LETTERS and must be addressed to:-

**The District & Sessions Judge- cum- Chairman,
District Legal Services Authority, Dhemaji,
PIN 787057, Assam,
Dist. - Dhemaji.**

OR, may be dropped in the DROP BOX kept at the O/o the District Legal Services Authority, Dhemaji,

The name of the post should clearly be mentioned at the top of the Envelope, providing of contract number with valid email id is compulsory.

9. The Last date of receipt of application is **18.06.2024 (Tuesday) till 05.00 pm.** No application received thereafter will be entertained. The undersigned shall not be responsible for any postal delay.
10. Applications submitted without proper supporting documents or incomplete documents will be summarily rejected.
11. Canvassing directly or indirectly shall be liable for disqualification of the candidate.
12. If any candidate is found to have suppressed his education qualification or given any wrong / false information at the time of applying for the post, his candidature shall be liable to be rejected.
13. The eligible candidates shall have to appear in Interview / Viva voce if / when called for.
14. Applicants/candidates are requested to visit the Dhemaji District Judiciary Official Website (<https://dhemaji.dcourts.gov.in>) regularly for further information and updates relating to selection procedure, date examination/viva-voce, computer test, etc. No individual call letters will be issued to the candidates for examination/viva voce, computer test, etc.
15. The undersigned reserves the right to alter / modify or change the Terms and Conditions including selection criteria etc. mentioned in the Advertisement without any prior notice.
16. Candidates shall appear at the examination/viva voce, computer test etc at their own cost. No T.A/D.A shall be admissible for the same.


**District & Sessions Judge – cum- Chairman
District Legal Services Authority,
Dhemaji.**