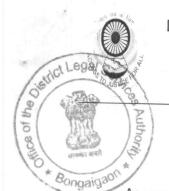
## OFFICE OF THE



DISTRICT LEGAL SERVICES AUTHORITY ::::::BONGAIGAON জিলা আইন সেৱা প্রাধিকৰণৰ কার্য্যালয়:::::বঙাইগাঁও 1<sup>st</sup> Floor, Distri t Judicial Court Building, Deuripara, Bongaigaon E-mail: dlsabongaigaon@gmail.com



## ADVERTISEMENT Dated 29<sup>th</sup> June, 2024

As per approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority vide approval No. ASISA 192/2019/792 dated 04-06-2024, applications are hereby invited from eligible candidates in Standard Form as published in Assam Gazette in Part-IX for filling up of one post of Receptionist -cum- Data Entry Operator (Contractual) in the Office of the Legal Aid Defense Counsel System, Bongaigaon under the District Legal Services Authority, Bongaigaon as per LADCS Modified Scheme, 2022 of NALSA.

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|----|--|---|
| 1  | No. of post  | 01  |
| 2  | Monthly honorarium   | ₹ 15,000/-  |
| 3  | Mode of Recruitment  | Walk-in-Interview followed by Computer Skill Test.  |
| 4  | Tenure   | Initially for a period of 01 (one) year.  |
| 5  | Age  | Minimum : 21 years.   |
|    |  | Maximum : 40 years as on date of advertisement.   |
|    |  | Age relaxation is admissible as per Govt. Rules.  |
| 6  | Qualification & Other  | <ul> <li><u>Educational Qualification:</u> Graduation in any discipline.</li> </ul>                                     |
|    | skills   | <ul> <li>Other Skills:</li> </ul>   |
|    |  |   |
|    |  | <ul><li>Excellent verbal and written communication skills,</li><li>Word and data processing abilities,</li></ul>        |
|    |  | • The ability to work tologommunication   |
|    |  | <ul> <li>The ability to work telecommunication systems<br/>(telephones, fax machines, switchboards, e-Mails,</li> </ul> |
|    | - the sec  | etc.),  |
|    |  | <ul> <li>Proficiency with good typing speed.</li> </ul>   |
| 7  | Work Profile   | <ul> <li>Greeting clients and visitors and answering visitors</li> </ul>  |
|    |  | <ul> <li>Greeting clients and visitors and answering visitors<br/>inquiries,</li> </ul>                                 |
| ÷, |  |   |
|    | · · · · · · · · · · · · · · · · · · ·  | Answering and routing incoming calls on a multi-line telephone system,  |
|    |  | <ul> <li>Scheduling and routing legal aid seekers,</li> </ul>   |
|    |  | <ul> <li>Maintaining the waiting area, lobby or other office areas,</li> </ul>  |
|    |  | <ul> <li>Scanning, photocopying, faxing,</li> </ul>   |
|    |  | <ul> <li>Collecting and routing mail and hand-delivered</li> </ul>  |
|    |  | packages,   |
|    |  | American C. I. C.   |
|    |  | <ul> <li>Answering face-to-face enquiries and providing<br/>information when required,</li> </ul>                       |
|    |  | Uploading at the initial point legal aided cases on   |
|    |  | Uploading, at the initial point, legal aided cases on<br>NALSA portal & other platforms and updating the                |
|    |  | information from time to time,  |
|    | and the second s | <ul> <li>Any work/duty assigned by Legal Services Authority.</li> </ul>   |
|    |  | in the regarder by Legar Services Authonity.  |

Details for the post of Receptionist -cum- Data Entry Operator (Contractual):

## Terms and conditions:

- 1. Candidates must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India.
- 2. The applicants shall mention their mobile number (preferably WhatsApp No.) and e-Mail ID in the application form without fail.

- 3. The candidates must have valid Employment Exchange Registration Card.
- 4. Application received late or without proper supporting documents or incomplete will be summarily rejected.
- 5. No. T.A./D.A. will be admissible to the candidates for attending the recruitment process.
- 6. Canvassing directly or indirectly shall disqualify a candidate.
- 7. The last date of receipt of application is **<u>11-07-2024</u>** during the office hours. No application will be entertained after the last date.
- 8. The list of eligible candidates/rejected candidates along with date, time and venue of walkin-interview and computer skill test shall be uploaded in the official website https://bongaigaon.dcourts.gov.in of Bongaigaon District Judiciary in due course. No separate call letters will be issued.
- 9. The District & Sessions Judge -cum- Chairman, DLSA, Bongaigaon reserves the right to alter/modify or change any terms or conditions mentioned in the advertisement and recruitment process.

## How to apply:

- 1. Application in Standard Form (Assam Gazette in Part-IX) with 03 copies of recent passport size photographs with signatures on the reverse side of the photographs along with self attested copies of testimonials viz. Educational Qualification, Age proof certificate, Computer Proficiency Certificate, Caste Certificate, Employment Exchange Card, Experiences Certificate (if any), etc. to be enclosed.
- 2. Candidates will have to super scribe "Application for the post of \_\_\_\_\_ on the envelope containing the application.
- 3. The application must be addressed to "The Secretary, District Legal Services Authority, Bongaigaon" and should reach the Office of the District Legal Services Authority, 1<sup>st</sup> Floor, District Judicial Court Building, Deuripara, Bongaigaon" on or before 11-07-2024

District & Session's Judge -cum- Chairman District Legal Services Authority District Legal Services Authority Dated: 29<sup>th</sup> June, 2024

- Memo No. DLSA/BGN 26-IV/2024/ 4217 Copy to :-
  - 1. The Member Secretary, Assam State Legal Services Authority, Guwahati-01, for kind information.
  - 2. The District Information & Public Relation Officer, Bongaigaon with a request to publish the advertisement in at least two local daily newspapers inclusive of Asomiya Pratidin and Assam Tribune.
- 3. The Systems Officer, District & Sessions Judge's Office, Bongaigaon. He is asked to upload the advertisement in the official website.
- 4. Notice Board, Office of the District & Sessions Judge, Bongaigaon.
- 5. Office file.

District & Sessions Judge ilc -cum- Chairman District Legal Services Authority District & Sessions Judge -cum- Charman District Legal Services Authority Bongaigaun