

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, DIMA HASAO, HAFLONG.**

**ADVERTISEMENT**

**DATE: 03-07-2024**

As per approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority vide approval No. ASLSA 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 contractual engagement in the following post for Office of the Legal Aid Defense Counsel System, Dima Hasao under the District Legal Services Authority, Dima Hasao as per LADCS Modified Scheme, 2022 of NALSA.

<b>Sl No</b>	<b>Name of Post</b>	<b>No. of Post</b>	<b>Monthly honorarium</b>
01.	Office Assistant (Contractual)	01	Rs. 15,000/-
02.	Receptionist-cum-Data Entry Operator (Contractual)	01	Rs. 15,000/-
03.	Peon (Contractual)	01	Rs. 10,000/-

N.B. Monthly honorarium as per NALSA Guideline on LADCS Office for Class-B towns.

(Population more than 2 lacs but below 10 lacs).

**1. Details for the post of Office Assistant and Receptionist-cum-Data Entry Operator:**

1.	Mode of recruitment	➤ Computer Skill Test followed by Personal Interview.
2.	Tenure	Initially for a period of 01 (One) year
3.	Age	Minimum: 21 years Maximum: 40 years as on the date of advertisement. Age Relaxation as per Govt. Rule.
4.	Qualification	➤ Educational Qualification: - Graduation in any discipline ➤ 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 files for presentation in the Courts. ➤ File maintenance and processing knowledge. ➤ Excellent verbal and written communication skills.
5.	Work Profile	➤ 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, appeals etc. ➤ Doing ministerial work related to cases such as filing applications for copies of orders, judgement etc. ➤ Any other task assigned by the Legal Aid Defense Counsels. ➤ Any work/duty assigned by District Legal Services Authority.

## 2. Details for the post of Peon:

1.	Mode of recruitment	➤ Personal Interview.
2.	Tenure	Initially for a period of 01 (One) year
3.	Age	Minimum: 18 years Maximum: 40 years as on the date of advertisement. Age Relaxation as per Govt. Rule.
4.	Qualification	➤ Educational Qualification: - Class VIII Passed. Those who have passed HSSLC or above shall be ineligible to apply.
5.	Work Profile	➤ General work of Multi-Tasking Staff 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, miscellaneous work etc. ➤ Any work/duty assigned by District Legal Services Authority.

### **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. Applications received late or without proper supporting documents or incomplete will be summarily rejected.
5. The candidates who are already in any other service shall apply through proper channel.
6. The mode of Selection for the post of Data Entry Operator and Office Assistant will be based on Computer Skill Test followed by Personal Interview. The Computer Skill Test shall carry 50 marks and the candidates securing 60% will be called for Personal Interview. On the other hand, the mode of Selection for the post of Peon will solely be on the basis of Personal Interview.
7. The appointment shall be purely temporary and 1 (One) year contract basis and does not entitle the person to be regularized in Govt. service. After expiry of the contract period of 01 (One) year, the contractual agreement will automatically stand terminated unless renewed by the competent authority.
8. Candidates having work experience in the field of Legal Aid related matters shall be given preference.
9. No T.A/D.A. will be admissible to the candidates for attending the recruitment process.
10. Canvassing directly or indirectly shall disqualify a candidate.
11. The last date of receipt of application is 18-07-2024 during the office hours. No application will be entertained after the last date.
12. The list of eligible candidates/rejected candidates along with date, time and venue of computer skill test and Personal interview shall be uploaded in the official website

<https://dlsa.dimahasao.gov.in> of Dima Hasao Judiciary in due course. No separate call letters will be issued.

13. The District & Sessions Judge-cum-Chairman, DLSA, Dima Hasao 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 Qualifications, 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, Dima Hasao**" and should reach the office of the District Legal Services Authority, Haflong, Dima Hasao on or before 18-07-2024.


Sc/-  
District & Sessions Judge  
-cum- Chairman, DLSA,  
Dima Hasao, Haflong

Memo No. DLSA/DH/2024/634-637/Estt.

Dated:

Copy to: -

1. The Member Secretary, Assam State Legal Services Authority, Guwahati-01, for kind information.
2. The District Information & Public Relation Officer, Haflong, Dima Hasao with a request to publish the above advertisement in 02 (two) daily newspapers.
3. The System Officer, Dima Hasao District Judiciary. He is asked to upload the advertisement in the official website.
4. Notice Board, Office of the District & Sessions Judge, Dima Hasao.
5. Office file.

  
02/07/2024

District & Sessions Judge  
-cum- Chairman, DLSA,  
Dima Hasao, Haflong  
Chairman  
District Legal Service Authority  
Dima Hasao, Haflong