

GOVERNMENT OF ASSAM
OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, HAILAKANDI.

ADVERTISEMENT DATED 21.6.2024.

Applications are invited in Standard Form from eligible candidates for filling up the following posts (Contractual) in the Office of the LADCS under the establishment DLSA, Hailakandi as per NALSA Legal Aid Defense Counsel Modified Scheme 2022.

Name of Post	No. of post	Qualification	Salary	Type of test
Receptionist -cum- Data Entry Operator	01 (Contractual) for 1 year only.	Graduation from any discipline	Rs.15, 000/- p.m. fixed	I) Written Test =50 marks, ii) Computer test & typing speed test =30 marks iii) Viva-voce =20 marks

TERMS & CONDITIONS.

1. The candidate must be an Indian citizen as defined in Article 5 to 8 of the Constitution of India.
2. The candidate must be **a graduate from any discipline.**
3. The candidate should have
 - Excellent verbal and written communication skills,
 - Word and data processing abilities,
 - Ability to work telecommunication systems (telephones, fax machines, Switchboards etc.),
 - Proficiency with good typing speed.
4. A candidate shall not be less than 18 years and upper age limit is 38 years in case of general category, 41 year in case of OBC and 43 years in case of SC/ST age as on 31st May 2024.
8. Application with self attested copies on all testimonials in respect of Educational qualification, age proof etc. along with 3 recent passport size photographs duly signed by the candidate on the reverse side and completes in all respect should reach the Office of the undersigned on or before 18th day of July, 2024. There shall be a "Application drop box" available in the O/O the District & Sessions Judge, Hailakandi.
9. No application shall be entertained after the last date.
10. List of eligible candidates with date of interview, venue etc. shall be uploaded in the Official Website of District Judiciary, Hailakandi in due course of time. No. Separate call letters will be issued.
11. Candidates shall appear at the interview, computer proficiency test etc. at their own cost. No. T.A./D.A. will be admissible for the same.
12. The candidate must have registered his/her name in any of the Employment Exchange in Assam.
13. Application shall be addressed to the Chairman, District Legal Services Authority, Hailakandi. Canvassing directly or indirectly will disqualify the candidature.
14. Posts are purely temporary, for one year only.

S. S. S.
21/6/24
District & Sessions Judge -cum-
Chairman, D.L.S.A., Hailakandi.

Memo No. DLSA (H) 02/2005/II/C/ 979-981 / Dated 21/6/2024.

Copy to:-

1. The DIPRO, Hailakandi with a request to publish the same in one widely circulated local news paper preferably in Dainik Jugasankya for wide circulation.
- ✓ 2. The System Assistant of this office to upload the same in the Official Website of District Judiciary, Hailakandi.
3. The Secretary, DLSA, Hailakandi with a request to take step for Uploading the same in face book page of DLSA, Hailakandi.
4. Notice Board, O/O the District & Sessions Judge, Hailakandi.
5. Notice Board, O/O the Chief Judicial Magistrate, Hailakandi.
6. Notice Board, O/O the Dist. Legal Services Authority, Hailakandi.
7. Order Book/ Office File.

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District & Sessions Judge -cum-
Chairman, D.L.S.A., Hailakandi

[Signature]
21/6/2024