



GOVT. OF ASSAM  
OFFICE OF THE , DISTRICT LEGAL SERVICES  
AUTHORITY, TINSUKIA::786126



EMAIL ID:: dlsatinsukia@gmail.com PHONE :: 6901281647

**ADVERTISEMENT**

**DATED: 24/06/2024**

Applications are invited in standard form as published in Assam Gazette in Part IX from the eligible candidates who are citizens of India for filing up of one position (contractual) of Receptionist Cum Data Entry Operator in the Office of District Legal Services Authority, Tinsukia, Assam as per Legal Aid Defence Counsel Scheme (Modified) 2022.

Sl No.	Name of Post	No. of Vacancy	Qualification & other skills required.	Honorarium
1	Receptionist Cum Data Entry Operator	01 (one)	<b>Educational Qualification:</b> <ul style="list-style-type: none"><li>• Graduation in any discipline.</li></ul> <b>Other skills required:</b> <ul style="list-style-type: none"><li>• Excellent verbal and written communication skills,</li><li>• Word and data processing abilities.</li><li>• The ability to work telecommunication systems (telephones, fax machines, switchboards etc)</li><li>• Proficiency with good typing speed.</li></ul>	Rupees 18,000/- per month. (Subject to the provisions of LADC Scheme and further orders/instruction by the NALSA/ASLSA)

**Terms and Conditions:**

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 30.05.2024. The upper age limit in case of candidates 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 30.05.2024. (As per Govt. of Assam, Deptt. Of Personnel O.M No. ABP.6/2016/51 dated 02/09/2020)
3. The candidate for the post of Receptionist Cum Data Entry Operator must be a graduate from any discipline.
4. In addition to the educational qualification as mentioned above, the candidate for the post of Receptionist Cum Data Entry Operator should have excellent verbal and written communication skills, Word and data processing abilities, the ability to work telecommunication systems (telephones, fax machines, switchboards etc), proficiency with good typing speed.
5. Candidates having work experience in the field of legal aid related matters shall be given preference.
6. The appointments shall be purely temporary and on contract basis and doesn't entitle the person to be regularized in Govt. Service.



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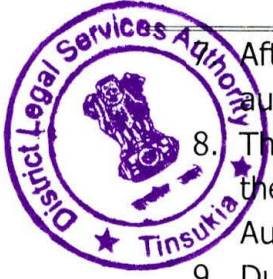
After expiry of the contract period of 01 year, the contractual agreement automatically stand terminated unless renewed by competent authority.

8. The service may be extended after appropriate break in service, subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati.
9. 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, if any, etc) and 02 copies of recent passport photographs should be addressed to the Secretary, District Legal Services Authority, Tinsukia. The name of the post should clearly be mentioned at the top of the Envelope. Providing of contact number with valid email id is compulsory.
10. Applications will be received in the office of the District Legal Services Authority, Tinsukia **by post or directly by hand on all working days on or before 05.00 P.M of 12.07.2024.**
11. Applications received by post or by hand after 05:00 P.M of 12.07.2024 shall not be accepted under any circumstances. The undersigned shall not be responsible for any postal delay.
12. A candidate who is already in any other service shall apply through proper channel.
13. Incomplete applications will be summarily rejected without assigning any reason.
14. The undersigned reserves the right to cancel the advertisement and/or to modify any terms and conditions mentioned in the advertisement.
15. Canvassing directly or indirectly shall be liable for disqualification of the candidate.
16. List of eligible candidates, date, time, and venue and mode for conducting the selection procedure will be published in the official website of District Judiciary, Tinsukia i.e-tinsukiajudiciary.gov.in
17. Applicants/ candidates are requested to visit the website i.e., tinsukiajudiciary.gov.in regularly for further information and updates relating to selection procedure, date of examination/viva –voce, computer test, etc. No individual call letters will be issued to the candidates for examination/viva voce, computer test, etc.
18. 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.

Sri D. Bora

*Sd/-*

District & Sessions Judge Cum  
Chairman, DLSA, Tinsukia





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Memo No... DLSA/Tsk/I/24/2669-2774.....  
Copy forwarded to:

- 1) The DIPRO, Tinsukia with a request to publish the advertisement in at least two local daily newspapers (inclusive of Assam Tribune and Asomiya Pratidin).
- 2) The System Assistant, District Judiciary, Tinsukia to upload the advertisement in the official website of Tinsukia District Judiciary as well as in DLSA, Tinsukia mobile app.
- 3) Notice board, O/o District & Sessions Judge, Tinsukia
- 4) Notice board, O/O the Chief Judicial Magistrate, Tinsukia.
- 5) Notice board, O/o DLSA, Tinsukia
- 6) Notice board, O/O SDJM(M), Margherita/ Sadiya
- 7) Office file.

Sri D. Bora

*[Signature]*  
District & Sessions Judge Cum  
Chairman, DLSA, Tinsukia  
DLSA  
TINSUKIA