

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY :::: SIVASAGAR**

**ADVERTISEMENT**

No.: DLSA/SVR/2024/ 456

Dated Sivasagar the 18<sup>th</sup> May,2024

Application are invited in **Standard Form** (Assam Gazette Part-IX) from the intending candidates who are citizen of India as defined in Articles 5 and 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, Sivasagar as per the LADCS Modified Scheme, 2022 of NALSA.

Sl. No.	Name of Post	No. of Vacancy/ Category	Monthly Honorarium/ Retainership fee	Qualification
1	Office Assistant	01(One) <b>(UR)</b>	Rs. 15,000/-	1. Education Qualification:- Graduation, 2. Basic word processing skills and the ability to operate computer and skill to feed data, 3. Good Typing speed with proper setting of petition, 4. Ability to take dictation and prepare files for presentation in the courts, File maintenance and processing knowledge.
2	Peon	01 (one) <b>(UR)</b>	Rs.10,000/-	Minimum education qualification is class VIII standard; and those who have passed HSSLC or above shall be ineligible to apply

For the aforesaid post, candidate(S) must have a valid **Employment Exchange Registration Number for the state of Assam**

**Details of post and Nature of Work:**

<b>Office Assistant</b>	Mode of Recruitment	Walk-In-Interview followed by 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. Rule.
	Work Profile	1. Keeping updated record of Legal aided cases, 2. Uploading the updated record/progress of the legal aided cases on NALSA portal and Digital platforms as per directions, 3. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner, 4. Typing application, petitions, appeals etc, 5. Doing ministerial Work related to cases such as filing applications for copies of orders, judgement etc., 6. Any work/duty assigned by Legal Services Authority, 7. All duties assigned to Receptionist cum data entry operator.

<b>Peon</b>	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. Rule.
	Work Profile	1. General work of MTS, Munshi or Peon 2. Cleaning the office before the commencement of office hours. 3. Ensuring that all places in the office are kept clean. 4. Bringing and Serving water, beverages to the visitors in the office, 5. Carrying dak, misc work etc. 6. Any other work assigned by the Legal Services Authority.

**Terms and conditions:**

1. The Candidate must be an Indian Citizen as defined in Article 5 & 6 of the Constitution of India.
2. Filed-up "Application Form' along with **Age certificate, Certificates and mark sheets regarding educational qualifications, Caste Certificate** from competent authority, Employment Exchange registration certificate along with **2 (Two) recent passport sized photographs** must be sent through **by POST** to the O/o the District Legal Services Authority, Sivasagar PIN-785640, Assam, or, may be dropped in the **Drop Box for Application** to be kept at the O/o the District Legal Services Authority, Sivasagar, and all documents furnished with the application must be self-attested by the candidates. Applicant is to fill up the form in **BLOCK LETTERS**.
3. Application submitted without proper supporting documents or incomplete will be summarily rejected.
4. Canvassing directly or indirectly will immediately lead to rejection of candidature.
5. If any candidate is found to **have suppressed his educational qualification or given any wrong/false information** at the time of applying for the post, his candidature shall be liable to be rejected.
6. The **Last date of receipt** of application is **06.06.2024 till 5:00 pm**. No application received thereafter will be entertained.
7. Individual **Phone Nos./ Contact Nos. and E-mail ID**, if any, to be provided in the application.
8. The eligible candidate shall have to appear in interview/Viva voce, if/when called for.
9. List of eligible candidates/ rejected candidates, date, time and venue of walk-in interview and computer skill test will be uploaded in the official web site <https://sivasagar.dcourts.gov.in> in due course. **No separate call letters will be issued**. Applicants are requested to refer to the official website.
10. The Authority reserve the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.

District and Sessions Judge cum  
Chairman, DLSA, Sivasagar  
Chairman, DLSA, Sivasagar

18.5.24

Memo No. DLSA/SVR/ 2024/ 457-60

Dated Sivasagar the 18<sup>th</sup> May,2024

Copy to:

1. The D.I.P.R.O., Sivasagar. He/She is requested to take necessary steps for publishing the advertisement in 1 (One) Assamese, 1(one) English daily newspaper for wide publicity.
2. The System Officer, Sivasagar District Judiciary. He is directed to upload the advertisement in the official website immediately.
3. Notice Board, O/O the District & Sessions Judge, Sivasagar and O/o the District Legal Services Authority, Sivasagar.
4. Office file.

  
District and Sessions Judge cum  
Chairman, DLSA, Sivasagar  
18/5/24