



OFFICE OF THE
:: DISTRICT LEGAL SERVICES AUTHORITY, LAKHIMPUR ::
AT NORTH LAKHIMPUR

:: জিলা আইন সেৱা প্ৰাধিকৰণ, লক্ষীমপুৰ ::

উত্তৰ - লক্ষীমপুৰ

Email- dlsalakhimpur@gmail.com

Phone- (O)- 03752 244470



ADVERTISEMENT

Dated: 25/07/2024

Applications are invited from eligible candidates who are citizens of India in Standard Form as published in the Assam Gazette in Part IX, for filling up two posts of Office Assistant (Contractual), one Receptionist cum Data Entry Operator (Contractual) and two posts of Office Peon (Contractual) in the office of District Legal Services Authority, Lakhimpur, Assam as per the Legal Aid Defence Counsel Scheme (Modified), 2022 for a period of one year on honorarium basis and the honorarium for the same shall be paid as per the LADCS Modified Scheme, 2022 of NALSA. Further details are as follows:

Sl. No.	Name of Post	No. of Post	Qualifications	Work Profile	Honorarium
1.	Office Assistant (Contractual)	02 (Two)	a) Graduation in any discipline. b) Basic word processing skills and the ability to operate computer and skills to feed data. c) Good typing speed with proper setting of petition. d) Ability to take dictation and prepare files for presentation in the courts. e) File maintenance and	i) Keeping updated record of legal aided case. ii) Uploading the updated record/progress of the legal aided cases on the NALSA portal and digital platforms as per directions. iii) Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner. iv) Typing applications,	Rs.18,000/- Per month and as per NALSA and ASLSA guidelines.

25.7.24



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			processing knowledge.	petitions, appeals etc. v) Doing ministerial work related to cases such as filing applications for copies of orders, Judgments etc. vi) Any other work/duty assigned by the Chief Legal Aid Defence Counsel. vii) Any work assigned by Legal Services Authority. viii) All duties assigned to the Receptionist cum data entry operator.	
2.	Receptionist cum Data Entry Operator (Contractual)	01 (One)	a) Graduation in any discipline. b) Excellent verbal and writing communication skills. c) Word and data processing abilities. d) The ability to work telecommunication systems (telephones, fax machines, switch boards etc.)	a) Greeting clients and visitors and answering visitor inquiries. b) Answering and routing incoming calls on a multi-line telephone system. c) Scheduling and routing legal aid seekers. d) Maintaining the waiting area, lobby or other office areas. e) Scanning, photocopying, faxing. f) Collecting and routing mail and hand-delivered packages.	Rs.15,000/- and as Per month as per NALSA and ASLSA guidelines.

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			e) Proficiency with good typing speed.	g) Answering face-to-face enquiries and providing information when required. h) Uploading, at the initial point, legal aided cases on NALSA portal & other platforms and updating the information from time to time. i) Any work/duty assigned by Legal Services Authority.	
3.	Office Peon (Contractual)	02 (Two)	Class VIII pass but not Class XII pass.	i) General Work of MTS, Munshi or Peon. ii) Cleaning of office before commencement of office hours iii) Ensuring that all places in the office are kept clean. iv) Bringing and serving water, beverages to the visitors in the office. v) Carrying dak, misc work etc. vi) Any work assigned by the Legal Services Authority.	Rs. 12,000/- Per Month and as per NALSA and ASLSA guidelines.

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HOW TO APPLY:

1. The applicants who fulfil the eligibility criteria shall fill up the standard form in Block Letters using blue/black pen only
2. The applicant shall paste one recent passport size colour photograph in the specified box and shall put his/ her signature in the box specified therein.



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2. The applicant shall paste one recent passport size colour photograph in the specified box and shall put his/ her signature in the box specified therein.
3. The filled up "Application Form" along with the copies of self-attested testimonials regarding Educational Qualification, Age, Experience Certificate and Character Certificate and any other relevant document shall be submitted by the applicant along with two (2) copies of recent passport size colour photographs, duly signed by the candidates on the reverse side.
4. The filled up "Application Form" along with the said documents, including photographs, shall be submitted in a sealed envelope addressed to "**The Secretary, D.L.S.A, Lakhimpur, North Lakhimpur**" and the candidate shall also indicate prominently "**Post applied for Office Assistant/Receptionist cum Data Entry Operator/ Peon**" on the envelope containing the Application Form.
5. The sealed envelope shall be dropped in a drop box provided at the Office of the District Legal Services Authority, Lakhimpur, North Lakhimpur.
6. Candidates serving in Government Department should submit their applications through proper channel from his/ her employer.
7. Candidates having professional Driving Licence and experience of electrical works shall be given preference.

SELECTION PROCEDURE:

1. Selection to the above mentioned posts will be made on the basis of Computer Skill test and Interview/viva-voce for the post of Office Assistant/Receptionist cum Data Entry Operator and interview/viva-voce for the post of Peon.
2. The tentative date of the interview/Viva-voce will be notified in the website of the District Judiciary, Lakhimpur for further information before one week of the date fixed for skill test and interview/viva-voce.

Terms and Conditions:

1. The candidates must be an Indian Citizen as defined in Article 5 to Article 8 of the Constitution of India.
2. Candidates must not be less than 18 years or more than 40 years of age as on 01.01.2024. The upper age is relaxable as per Government norms.
3. The appointments shall be purely temporary and on contract basis and doesn't entitle the person to be regularized in Government Service.
4. Applications will be received in the Office of the District Legal Services Authority, Lakhimpur, Assam, till 5.00 pm by hand, in drop box or by post on all working days till 05.8.2024. Applications received after the due date and time will be summarily rejected. The Appointing Authority shall not be responsible for any postal delay under any circumstances.

25.7.24



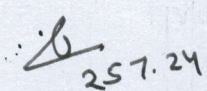
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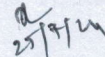
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5. Incomplete/ ineligible applications shall be out rightly rejected without assigning any reasons.
6. The Applicant/ Candidate who is/are already in service shall have to produce original "No Objection Certificate" at the time of interview/ viva voce, and shall have to submit release order from his/ her employer at the time of joining if selected and must submit copy of the 'No Objection Certificate' along with the application.
7. If after selection any information provided by the concerned Candidate in his/ her application is found to be incorrect and/or there is suppression of material facts, including as regards educational qualification, the candidature of the Candidate will be forfeited and criminal proceedings will be initiated against him/ her for playing fraud and suppression of material facts, and in such a case the Candidate shall have no right to claim for selection, and the post will be filled up as per decision of the Selection Board, and the decision of the Selection Board in that regard will be final.
8. Testimonials in original shall have to be produced at the time of interview/ viva voce by the candidate(s) for verification.
9. The candidates will not be entitled to TA/DA for appearing in Interview/ Viva-Voce.
10. Canvassing directly or indirectly shall disqualify a candidate.
11. The selection Board/ Committee reserves the right to cancel, alter or modify the advertisement or other terms or conditions of the advertisement at any stage.
12. The provisional list of eligible candidates along with the specific dates of interview/viva-voce will be notified in due course on the Official Website of Lakhimpur District Judiciary (<https://lakhimpur.dcourts.gov.in>). No individual call letters will be sent to eligible candidates. Applicants are requested to refer to the Official Website.
13. The selected Candidates at the time of joining shall have to submit one medical fitness certificate from the Government registered Medical Officer as per FR and SR rules of the government employees declaring the Candidate to be physically and mentally fit.
14. The selected candidates at the time of joining must submit an undertaking of the material facts of educational qualification, criminal cases etc.
15. All other matters which are not specifically provided in the advertisement shall be decided by the Selection Board/ Committee in due course of time and the same are binding to all the Candidates.


25.7.24
Smt. Sharmila Bhuyan,
District & Sessions Judge - cum
- Chairman, DLSA, Lakhimpur

Chairman
District Legal Services Authority
Lakhimpur, N. Lakhimpur, Assam


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Memo No.:

Copy forwarded to:

1. The Hon'ble Member Secretary, ASLSA, Guwahati, Assam.
2. The District & Sessions Judge - cum - Chairman, D.L.S.A, Lakhimpur
3. The DIPRO, Lakhimpur to publish the advertisement in two daily newspapers, one in vernacular language and another in English language circulated in Assam.
4. The System Officer, District Judiciary, Lakhimpur, to upload the advertisement in the official website of Lakhimpur District Judiciary.
5. Notice Board of DLSA, Lakhimpur.
6. Office Copy.

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Smti. Sharmila Bhuyan,
District & Sessions Judge - cum
- Chairman, DLSA, Lakhimpur

Chairman
District Legal Services Authority
Lakhimpur, N. Lakhimpur, Assam

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