

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY:: DHEMAJI.

Address: Dhemaji Court Complex, Dhemaji.

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Contact No.: 03753-224700

ADVERTISEMENT

Dated: 23/10/2017

As per approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati, conveyed vide Letter No. ASLSA 86/2017/1553 dated. 20th September, 2017, applications are hereby invited in Standard Form from intending candidates for filling up of the following vacant post under the establishment of the District Legal Services Authority, Dhemaji as shown below:

Sl. No.	Name of Post	No. of Vacancy	Educational Qualification	Selection Criteria	Fixed Pay
1.	Data Entry Operator (Contractual)	01	Higher Secondary with 6(six) months Diploma/Certificate in Computer Proficiency from a recognized institute	Written Test. Computer Skill Test & Viva voce.	Rs.12,000/- (Consolidated)

Terms and Conditions:

1. Candidates must be an Indian Citizen defined in Article 5 to 8 of the Constitution of India.
2. Candidates must be Higher Secondary passed, with 6(six) months Diploma/ Certificate in Computer Proficiency from a recognized institute.
3. Candidates must have registered their names in the Employment Exchange and Registration Numbers along with the date must be mentioned in their applications.
4. Candidates serving in Govt. Department should submit their application through proper channel.
5. Candidates must not be less than 18 years or more than 43 years of age on 01.12.2017. The upper age is relaxable as per Govt. norms.
6. Candidates must have proficiency in Basic Computer Applications like MS Office, Word, Excel, Power point, DTP (English & Assamese) and Internet etc.
7. The application with self-attested copies of all testimonials regarding Educational Qualification, Age, Caste, Valid Employment Exchange Registration Card, Certificate/ Diploma in Computer Application, etc. along with 3(three) copies of recent passport size photographs duly signed by the candidate on the reverse side should reach the Office of the undersigned on or before 13.11.2017.

8. The applicants shall mention their mobile no. in the application, without fail. Application without Mobile Number will be disqualified.
9. The last date of receipt of application is 13.11.2017 during office hours. No application will be entertained after the last date.
10. The list of eligible candidates along with date of interview shall be uploaded in the official website of Dhemaji District Judiciary in the due course. (www.dhemajijudiciary.gov.in). No separate call letters will be issued. Applicants are requested to refer to the official website.
11. Examination Centre: Dhemaji (Date & Venues will be informed in the official website).
12. No TA/DA will be admissible to the candidates for attending the recruitment process.
13. Application received late or without proper supporting documents or without passport size photograph or without Mobile Number or unsigned or incomplete will be summarily rejected.
14. The engagement of the Data Entry Operator shall be for a period of one year from the date of joining in service.
15. After expiry of the contract period of 1 (one) year the contractual agreement will automatically stand terminated.
16. The appointment of such person is purely temporary and on contract basis and does not entitle the person for being regularized in Government service.
17. Canvassing directly or indirectly shall disqualify a candidate.
18. The application should be addressed to the Chairman, District Legal Services Authority, Dhemaji.

sd/-
District & Sessions Judge-cum-Chairman,
District Legal Services Authority,
Dhemaji.

Memo No.DLSA(DH)/ 1550 - 56 /17 dtd. Dhemaji the 23rd October/17

Copy to:

1. The Ld. Member Secretary, ASLSA, Guwahati, Assam for information.
2. The Employment Exchange Officer, District Employment Exchange, Dhemaji.
3. The DIPRO, Dhemaji, with a request to publish the advertisement in 02(two) leading Daily Newspapers (English and Assamese) in one issue immediately.
4. The Systems Officer, O/o the District & Sessions Judge, Dhemaji, for uploading in the official website of Dhemaji judiciary.
5. The Notice Board of the O/o the District & Sessions Judge, Dhemaji.
6. The Notice Board of the O/o the District Legal Services Authority, Dhemaji.
7. The office file.

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District & Sessions Judge-cum-Chairman,
District Legal Services Authority,
Dhemaji, Dhemaji