



**OFFICE OF
THE DISTRICT LEGAL SERVICES AUTHORITY, KAMRUP (R).
Dist. & Sessions Judge's Court Campus, Amingaon.**



**ADVERTISEMENT
13.02.2020**

Walk-in-interview for 01 (one) No. of Post of **Front Office Coordinator** and 1 (one) no. of post of **Data Entry Operator** in the establishment of District Legal Services Authority, Kamrup, Amingaon will be conducted on **24/02/2020** and **29/02/2020** respectively in the **office premise of the undersigned at Amingaon, Kamrup.**

The engagement shall be purely on Contractual basis which will be for a period of 01 (one) year. The Contract period may be extended depending upon requirement and subject to the approval of the Assam State Legal Services Authority, Guwahati.

The terms and conditions for the above engagements, minimum requisite qualifications, consolidated pay etc. are as follows:

Sl. No.	Name of Post	Number of vacancy	Educational Qualification	Consolidated pay	Date and mode of recruitment
1	Front Office Coordinator	1 (one)	B.A./ B.Sc./ B.Com. or equivalent examinations along with six months diploma/ certificate in computers with proficiency in M.S. Office, Internet & E-mail.	Rs.20,000/- P.M. (Rupees Twenty Thousand) only per month.	24/02/2020 Walk-in-Interview
2	Data Entry Operator	1 (one)	Higher Secondary with 06 (six) months Diploma/ Certificate in Computer Proficiency from a recognized Institute.	Rs.12,000/- P.M. (Rupees Twelve Thousand) only per month.	29/02/2020 Walk-in-Interview

How to apply: Candidates have to appear in Walk-in-Interview with their original documents along with an application (along with Bio-Data) on plain paper fixing passport size photo giving details of educational qualifications, experience, contact details, phone number, E-mail ID etc. and submit photocopies of relevant documents at the time of Walk-in-Interview on **24/02/2020 and 29/02/2020 from 10.00 A.M. onwards.**

Other Terms and Conditions:

1. The decision of the Selection Committee shall be final in respect of any dispute; if arises out of the recruitment process.
2. The undersigned reserves the right to cancel the advertisement, alter/ modify or change any terms or conditions including selection criteria etc. spelt out in this advertisement.
3. All other matters which are not specially provided herein shall be decided by the District & Sessions Judge-Cum-Chairman, DLSA, Kamrup, Amingaon.
4. This advertisement retains the right to correct any inadvertent or typographical error.
5. List of selected candidate will be published in the official website of Kamrup District Judiciary i.e. <https://districts.ecourts.gov.in/kamrup>.
6. No TA/DA shall be admissible for attending the Interview.

**Sd./-
(S. Begum)
District & Sessions Judge-
Cum-Chairman,
DLSA, Kamrup, Amingaon.**

Memo No. DLSA/KA/Rect./2020/ 49-53

Dated 13th of February, 2020.

Copy forwarded to-

1. The Member Secretary, Assam State Legal Services Authority, Guwahati for information.
2. The District Information and Public Relation Officer, Kamrup, Amingaon. With a request to publish the advertisement in daily newspapers (both Assamese and English).
- ✓ 3. The Systems Officer, Kamrup District Judiciary with a request to upload this advertisement in the official website of this District Judiciary.
4. Notice board of District Judiciary, Kamrup, Amingaon.
5. Office File.


**(S. Begum)
District & Sessions Judge-
Cum-Chairman,
DLSA, Kamrup, Amingaon.**

Chairman
District Legal Services Authority
Kamrup, Amingaon