



**OFFICE OF THE  
DISTRICT LEGAL SERVICES AUTHORITY, BISWANATH.**

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**ADVERTISEMENT**

**Dated- 06 / 02 / 2020**

As per approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati, conveyed vide Letter No. ASLSA 212 / 2020 / 6, dated 3<sup>rd</sup> February, 2020, 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, Biswanath, as shown below:

Sl. No.	Name of Post	No. of Vacancy	Educational Qualification	Selection Criteria	Consolidated Pay
1.	Front Office Coordinator (Contractual)	01 No.	Candidates who have passed B.A./ B.Sc./ B.Com or equivalent examinations along with 6 (six) months Diploma/ Certificate course in Computers with Proficiency in MS. Office, Internet & email	Walk in interview	Rs. 20,000/- (Rupees Twenty Thousand) Only Per Month.

**Terms and Conditions:**

1. Candidates must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India.
2. Candidates must have registered their names in the Employment Exchange and the Registration numbers along with the date must be mentioned in their applications.
3. Candidates serving in Govt. Department should submit their application through proper channel.
4. Candidates must be B.A./ B.Sc./ B.Com or equivalent examinations along with 6 (six) months Diploma/ Certificate course in Computers with Proficiency in MS. Office, Internet & email
5. Candidates must not be less than 18 years or more than 43 years of age on 01-01-2020. 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 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 15-02-2020.
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 15-02-2020. No application will be entertained after the last date.**

