



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

Address: Tezpur Court Complex, Tezpur, PIN: 784001

E-Mail: dlsasonitpur@gmail.com

Contact No: 03712-232170



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 3rd 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, Sonitpur, 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.
10. The list of eligible candidates along with date of interview shall be uploaded in the official website of Sonitpur District Judiciary in due course. (www.sonitpurjudiciary.gov.in). **No separate call letters will be issued.** Applicants are requested to refer to the official website.
11. Examination Centre: Tezpur (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. Canvassing directly or indirectly shall disqualify a candidate.
15. The application should be addressed to :
**The Chairman,
District Legal Services Authority, Sonitpur,
ADR Building, Tezpur Court Campus,
PIN -784001**

Sdt
Chairman
District Legal Services Authority
Sonitpur

Memo No. DLSA(S) 0372 - 0377 Date 06 / 02 / 2020.

Copy to:

1. The Member Secretary, Assam State Legal Services Authority, Guwahati, Assam
2. The Notice Board of the O/o. the District & Sessions Judge, Sonitpur, Tezpur
3. The Notice Board of the O/o. the District Legal Services Authority, Sonitpur, Tezpur
4. The DIPRO, Sonitpur, Tezpur, with a request to publish the advertisement in 02 (two) leading Daily Newspapers (English and Assamese) in one issue immediately.
5. The System Officer, O/o. the District & Sessions Judge, Sonitpur, Tezpur for uploading in the official website of Sonitpur Judiciary.
6. The office file.

06.2.2020
Chairman
District and Sessions Judge
District Legal Services Authority
Sonitpur
OB
06/2/2020