

ADVERTISEMENT NO. 01 OF 2020 DATED 11/02/2020

FOR THE POST OF FRONT OFFICE COORDINATOR (CONTRACTUAL) IN THE OFFICE OF THE DISTRICT
LEGAL SERVICES AUTHORITY, LAKHIMPUR

The District Legal Services Authority, Lakhimpur will hold Computer Skill Test and Walk in Interview for the post of Front Office Coordinator in the District Legal Services Authority, Lakhimpur on purely temporary and contractual basis on 27th February, 2020 at the office campus of the District Legal Services Authority, Lakhimpur. The engagement shall be purely temporary and on contractual basis for one year from the date of appointment. After expiry of one year of the contract period of one year, the contractual engagement shall automatically stand terminated. The service of the front office coordinator (contractual) may be extended after appropriate break in service, subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati.

The eligibility criteria, number of post and consolidated pay for the post of Front Office Coordinator is as follows-

Name of the Post	No. of vacancy	Consolidated pay	Educational qualification
Front Office Coordinator	1	Rs. 20,000/- (twenty thousand rupees) only per month	Candidate who have passed B.A./ B.Sc./ B.Com. or equivalent examination alongwith a six months' diploma/certificate course in computer with proficiency in MS office/ internet and e-mail, etc.

Eligibility Criteria-

- i. The candidate must be an Indian citizen, as defined under Article 5 to 8 of the Constitution of India,
- ii. The candidate must not be below 18 years of age and above 38 years of age as on the date of publishing the advertisement,
- iii. Age relaxation for candidates belonging to OBC/SC/ST and Persons With Disabilities (PWDs) will be as per government rules,
- iv. Candidate must have passed B.A./B.Sc./B.Com. or equivalent examination alongwith at least six months' diploma/certificate course in computers with proficiency in MS office, internet and e-mail handling, etc.

Selection Process-

- i. Candidates will have to appear in computer skill test and walk-in-interview by submitting applications in standard form, as published in Assam Gazette in Part IX alongwith photocopies of relevant documents at the time of registration for the computer skill and the walk-in-interview on 27th February, 2020. They will have to produce certificates, mark-sheets from HSLC onwards in support of their educational qualification, age, experience, computer proficiency, etc. For age

- relaxation purpose, the candidates belonging to S.C./S.T./O.B.C. and P.W.D. categories will have to produce relevant certificate. Candidates will have to produce the ORIGINALS of all the documents for perusal and scrutiny.
- ii. Candidates must mention their mobile number and e-mail I.D. at the top of the application.
 - iii. Candidates will have to appear in computer skill test of 30 marks and viva voce of 20 marks.
 - iv. Candidates serving in any government department shall submit their application forms through proper channel.
 - v. Each candidate shall furnish three copies of recent passport size photographs with signatures on backside of the photographs alongwith the application.

General Terms and Conditions:-

- i. The candidate must have a valid e-mail I.D. and a mobile number,
- ii. Candidates must report at the venue at 9 AM on 27th February, 2020 positively.
- iii. The applications must be addressed to- THE DISTRICT AND SESSIONS JUDGE CUM CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY, LAKHIMPUR.
- iv. Applications without documents, as mentioned above, will be summarily rejected.
- v. Appointment of Front Office Coordinator on contractual basis is a stop gap arrangement until sanctioning of similar posts by the State Government and filling up of the same by the DLSA.
- vi. The appointment shall be purely temporary and on contractual basis and does not entitle the person for being regularized in Government Service.
- vii. Canvassing directly or indirectly shall result in disqualification of the candidate.
- viii. No TA/DA will be provided for appearing in the computer skill test or the walk-in-interview.
- ix. The decision of the selection board shall be final in respect of any dispute or matter arising out of such recruitment.
- x. Candidates are requested to visit official website of Lakhimpur District Judiciary i.e. lakhimpurjudiciary.gov.in regularly for the recruitment process related information.

Sd/-

District and Sessions Judge cum Chairman,
District Legal Services Authority, Lakhimpur