

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY CHARAIDEO

Advertisement No.

**ADVERTISEMENT FOR THE POST OF FRONT OFFICE COORDINATOR (CONTRACTUAL)
FOR THE OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,CHARAIDEO**

Applications are invited from eligible candidates in Standard Form as published in Assam Gazette in Part IX for filling up of one post of Front Office Coordinator on contractual basis, as mentioned below, in the Office of the District Legal Services Authority, Charaideo. The engagement shall be purely on contractual basis for one year from the date of appointment. After expiry of the contract period of 01 (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, Guwahati. The Selection shall be made on the basis of a computer skill test comprising of 30 marks and oral interview comprising of 20 marks. Date and venue of interview shall be notified, in due course only through the Official Website of the District Judiciary, Sivasagar. The eligibility criteria, number of post and consolidated pay are as follows-

Serial No.	Name of Post	Education Qualification	Consolidated Pay
01	Front Office Coordinator	Candidates who have passed B.A/ B.Sc/ B.Com or equivalent examinations along with a six months diploma/certificate course in computers with proficiency in MS. Office, Internet & Email.	Rs. 20,000/- P.M (Rupees Twenty Thousand) only per month.

Eligibility Criteria:

1. Candidates must be an Indian Citizen as defined under Article 5 to 8 of the Constitution of India.
2. Candidates must not be below 18 years or above 38 years of age as on the date of publishing of this advertisement.
3. Age relaxation for candidates belonging to OBC/SC/ST and P.W.D will be as per Govt. Rules.

Selection Process:

1. The candidates must submit their applications in a standard Form of Application published in the Assam Gazette Part-IX in the block capital letter.
2. Candidates shall have to appear in a Computer skill test and Viva-voce.
3. Candidates serving in any Government Department shall submit their application form through proper channel.
4. List of selected/rejected candidates for Computer skill test and Viva-voce will be uploaded in the Website of Sivasagar District Judiciary i.e. sivasagarjudiciary.gov.in within 05 days from the closing date of application.

5. Date and venue of interview shall be notified, in due course only through the Official Website of the District Judiciary, Sivasagar. No other mode of communication will be used. No admit card will be issued for Computer skill test and viva voce.
6. Candidates must furnish the following testimonials along with their applications:
 - a. Self attested copies of certificates, mark-sheets from H.S.L.C onwards in support of their educational qualification, age, experiences etc.
 - b. 03 (three) copies of recent pass-port size photographs with signatures on the backside of the photographs.

GENERAL TERMS AND CONDITIONS:

1. Candidates must have a valid mobile number and Email ID, both of which should be duly inscribed on top of the standard form.
2. The pay is on consolidated basis amounting Rs. 20,000/- P.M (Rupees Twenty Thousand) only per month.
3. The candidate must bring all documents and testimonials in ORIGINAL at the time of Computer skill test and viva-voce.
4. Candidates shall have to report at the venue one hour prior to the commencement of Computer skill test and viva-voce positively, failing which he/she shall not be allowed to appear in the interview.
5. The name of the candidate applying for the post of Front Office Coordinator (Contractual) must be registered with any of the Employment Exchange of the State of Assam.
6. The applications must be addressed to the District & Sessions Judge-cum-Chairman, District Legal Services Authority, Charaideo and should reach the office of the Sub Divisional Judicial Magistrate (M), Charaideo.
7. The appointment of such person is purely temporary and on contract basis and does not entitle the person for being regularized in Government Service.
8. Appointment of Front Office Coordinators on contractual basis is a stop gap arrangement until sanctioning of similar posts by the State Govt. and filling up of the same by the DLSAs.
9. Candidates for the post of Front Office Coordinator (Contractual) will have to super-scribe "**Application for the post of Front Office Coordinator (Contractual) under, DLSA, Charaideo**" on the envelope containing the application form.
10. Last date for submitting applications is 15th Febuary,2020 within office hour (05.00 PM) positively. Candidates are required to visit Official Website of Sivasagar District Judiciary i.e. sivasagarjudiciary.gov.in regularly for information.
11. Incomplete applications and application received after due date shall be summarily rejected.

12. Canvassing directly or indirectly shall result in disqualification of the candidate.
13. No TA/DA will be provided for appearing in the written test or Viva-voce.
14. The decision of the selection board shall be final in respect of any dispute or matter arising out of such recruitment.
15. Candidates are requested to visit official website of Sivasagar District Judiciary i.e. sivasagarjudiciary.gov.in regularly for examination related information.


Chairman,

District Legal Services Authority Charaideo