

## Advertisement

### No. 01 Dated 05/02/2020

As per approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority vide **Letter No. ASLSA 212/2020/6 Dated 3<sup>rd</sup> February, 2020**, applications are invited in Standard Form as published in Part-IX of the Assam Gazette from intending candidates for filling up of the following post under the establishment of the District Legal Services Authority, Darrang, Mangaldai, as shown below:

Sl. No.	Name of Post	No. of Vacancy	Educational Qualification	Consolidated Pay
1.	Front Office Coordinator	01	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 M.S. Office, Internet & Email	Rs. 20,000/- (Rupees Twenty Thousand) only per Month.

The engagement of the **Front Office Coordinator** will be for a period of one year from the date of joining in service.

#### Terms and Conditions:

1. Candidate must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India.
2. Candidates serving in Govt. Department should submit their application through proper channel.
3. Candidates must be **B.A/ B. Sc/B. Com** passed, with 06 (six) months Diploma/Certificate in Computer Proficiency from a recognized institute **with proficiency in M.S. Office, Internet & Email**.
4. Candidate must not be less than 18 years or more than 43 years of age on 01.01.2020. The upper age relaxation will be as per Govt. rules.
5. The application with self attested copies of all testimonials regarding Educational Qualification, Age, Caste, Valid Employment Registration Card, Certificate/Diploma in Computer Application etc. along with 03(three) copies of recent passport size photographs duly signed by the candidate on the reverse side should reach the office of the **District Legal Services Authority, Darrang, Mangaldai on or before 15-02-2020**.
6. **The applicants shall mention their mobile no. in the application, without fail.**
7. The last date of receipt of application is **15-02-2020**. No application will be entertained after the last date.
8. The list of eligible candidates along with date of Written Exam, Date of Interview and Exam Centre and Venue will be uploaded in the official website of Darrang Judiciary in due course of time ([www.darrangjudiciary.gov.in](http://www.darrangjudiciary.gov.in)).
9. Application received late or without proper supporting documents or without passport size photograph or incomplete will be summarily rejected.

Sd/-

District & Sessions Judge-cum-  
Chairman, District Legal Services Authority,  
Darrang, Mangaldai.