

**OFFICE OF THE DISTRICT & SESSIONS JUDGE-CUM-CHAIRMAN,**  
**DISTRICT LEGAL SERVICES AUTHORITY,**  
**DIMA HASAO, HAFLONG.**

**ADVERTISEMENT**  
**DATE:-04.02.2020**

Applications are hereby invited in Standard form for filling up the following vacant post in the Office of the District Legal Services Authority, Dima Hasao under the rules mentioned below:

Sl. No.	Name of Post	No. of Vacancy	Educational Qualification	Selection Criteria	Fixed Pay
1	Front Office Coordinator <b>(Contractual)</b>	01	Candidates who have passed BA/BSC/B.COM or equivalent examinations along with a six months diploma/ certificate course in computers with proficiency in MS. Office, Internet & email.	Interview/ Viva-Voce.	Rs. 20,000/- PM (Rupees Twenty Thousand) Per months.

**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 not be less than 18 years and not more than 43 years of age as on 01/01/2020. The upper age is relaxable as per Govt. norms.
3. Candidates serving in Govt. Department should submit their application through proper channel.
4. The Application with self-attested copies of all testimonials regarding Educational Qualification, Age, Caste, Valid Employment Exchange Registration Card, 3 (three) copies of recent passport size photographs duly signed by the candidate on the reverse side and Diploma/Certificate in Computer Proficiency specially for the post of **Front Office Coordinator** should reach the office of the undersigned on or before **14/02/2020** (Friday).

5. The applicant should super scribe on the top of the envelope the name of the post applied for and his/her Mobile No. on the top of the application form.
6. 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.
7. Salaries of the Front Office Coordinators shall be paid by the DLSAs from the NALSA Fund.
8. After expiry of the contract period of 01 (one) year, the contractual agreement will automatically stand terminated.
9. The Services of the Front Office Coordinators may be extended after appropriate break in service, subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority.
10. The Appointment of such person is purely temporary and on contract basis and does not entitle the person for being regularized in Government Service.
11. The Work Profile of the Front Office Coordinators may consist of the following:
  - a. Documentation with regard to legal aid helpline, advice rendered to legal aid seekers, duty roasters, updating of legal aided cases;
  - b. Handling correspondence;
  - c. Managing Consultations between a legal aid seeker and assigned panel advocate;
  - d. Informing legal aid seekers about the status of their applications, court cases;
  - e. Ensuring and maintaining seamless flow of information between legal services clinics and Front Offices.
12. **The Application should be addressed to the District & Sessions Judge-cum-Chairman, District Legal Services Authority, Dima Hasao, Haflong, PO&PS- Haflong, Pin-788819, and the last date of receipt of application is 14/02/2020 during office hours. No application shall be entertained after the last date.**

13. The list of eligible candidates along with date of interview/Viva-voce will be uploaded in the official website of the Dima Hasao District Judiciary (<http://dimahasaojudiciary.gov.in>) in due course. **No separate call letters will be issued.**
14. Application received after due date or without proper supporting documents or without passport size photograph or without Mobile No. or incomplete in any respect will be summarily rejected.
15. Canvassing directly or indirectly shall disqualify the candidate.
16. No TA/DA will be admissible to the candidates for attending the recruitment process.

BO.  
U.2.2020

**District & Sessions Judge**  
**-cum-**  
**Chairman, District Legal Services Authority,**  
**Dima Hasao, Haflong**  
Chairman  
**District Legal Services Authority**  
**Dima Hasao, Haflong**

Memo No. DLSA/DH/2020/71-76/Estt.

Date: 4/02/20

Copy to:-

1. The Member Secretary, Assam State Legal Services Authority, Guwahati.
2. The Employment Exchange Officer, Dima Hasao, Haflong.
3. The DIPRO, Dima Hasao, Haflong, with a request to publish the advertisement in 2(two) leading daily newspapers (English & Assamese) immediately.
4. The System Officer, O/O the District & Sessions Judge, Dima Hasao, Haflong. He is requested to upload the advertisement in the Official website immediately.
5. The Notice Board, District Judicial Court Building, Dima Hasao, Haflong.
6. The Office File.

BO.  
U.2.2020

**District & Sessions Judge**  
**-cum-**  
**Chairman, District Legal Services Authority,**  
**Dima Hasao, Haflong**  
Chairman  
**District Legal Services Authority**  
**Dima Hasao, Haflong**