

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

ADVERTISEMENT
DATE:-10.12.2019

As per approval of the Hon'ble Executive Chairman, The Assam State Legal Services Authority, Guwahati, Assam vide Letter No. ASLSA 86/2017/2532 dated Guwahati the 4th December, 2019 for engagement of 1 (One) **Data Entry Operator** and Vide Letter No. ASLSA.40/2008/1118 dated, the 31st August, 2019 for engaging 1(One) **Grade- IV(PEON)**, applications are hereby invited in Standard Form from intending candidates for filling up the following posts under the establishment of the District Legal Services Authority, Dima Hasao, Haflong as shown below:

Sl. No.	Name of Post	No. of Vacancy	Educational Qualification	Selection Criteria	Fixed Pay
1	Data Entry Operator (Contractual Post)	01	Higher Secondary with 6 (six) months Diploma/ Certificate in Computer Proficiency from a recognized Institute	Written Test, Computer Skill Test & Viva Voce.	Rs.12,000/- Per Month(Rupees Twelve Thousand only Per month)
2	Peon(Contractual Post)	01	Class VIII Pass	Written Test & Viva-voce	Rs.9,000/- Per Month(Rupees Nine 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 not be less than 18 years and more than 43 years of age as on 02/01/2020. The upper age is relaxable as per Govt. norms.
3. Candidates must have registered their names in the Employment Exchange and Registration Number along with the date must be mentioned in their applications.
4. Candidates serving in Govt. Department should submit their application through proper channel.
5. Candidates applying for the post of **Data Entry Operator** must have proficiency in Basic Computer Application like MS Office, Word, Excel, Power Point, DTP (English & Assamese) and Internet etc.
6. 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 Data Entry Operator should reach the office of the undersigned on or before **02/01/2020**.
7. 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.
8. **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 02/01/2020 during office hours. No application shall be entertained after the last date.**
9. The list of eligible candidates along with date of interview will be uploaded in the official website of the Dima Hasao District Judiciary (www.dimahasaojudiciary.gov.in). No separate call letters will be issued. Applicants are requested to visit official site regularly for admit card and other information.

