



**OFFICE OF  
THE DISTRICT LEGAL SERVICES AUTHORITY, KAMRUP  
Dist. & Sessions Judge's Court Campus, Amingaon.**



**ADVERTISEMENT  
06/05/2024**

Applications are invited in Standard form as published in Assam Gazette in Part IX from the eligible candidates who are citizens of India as defined in Articles 5 and 8 of the Constitution of India for engagement of **01 (one) Office Assistant and 01 (one) Peon** in the office of the Legal Aid Defence Counsel under District Legal Services Authority, Kamrup, Amingaon.

The engagement shall be purely on contractual basis which will be for a period of 01 (one) year. The Contract period may be extended depending upon requirement and performance which shall be subject to the approval of the Assam State Legal Services Authority, Guwahati.

The terms and conditions for the above engagements, minimum requisite qualifications, honorarium etc. are as follows:

Sl. No.	Name of Post	Number of vacancy	Qualification	Honorarium
1	Office Assistant	1 (one)	<ul style="list-style-type: none"><li>• Graduate.</li><li>• Basic word processing skill and the ability to operate computer.</li><li>• Ability to take dictation and entering data.</li><li>• File maintenance and processing knowledge.</li></ul>	Rs.12,000/- (Rupees Twelve Thousand) only per month.
2	Peon	1 (one)	<ul style="list-style-type: none"><li>• Class-8 Pass; but not Class-12 pass.</li></ul>	Rs.10,000/- (Rupees Ten Thousand) only per month.

**How to apply:** Candidates are required to submit their applications directly to the office of the District Legal Services Authority, Kamrup, Amingaon.

**Other Terms and Conditions:**

1. Candidates must submit self-signed copies of relevant testimonials/certificate regarding educational qualification, age, caste, employment exchange registration card, experience certificate (if any), and two recent passport sized photographs along with the application.
2. Candidates are required to provide their phone number (preferably Whatsapp No.) and E-mail ID in the application form without fail.
3. Candidate must be an Indian Citizen as defined in articles 5 to 8 of the Constitution of India: ordinary resident of Assam.
4. A candidate who is already engaged shall have to apply through proper channel.

5. Original certificates / all other supporting documents will be verified/ scrutinized at the time of Interview.
6. The application should be addressed to the **Secretary, District Legal Services Authority, Kamrup, Amingaon.**
7. The last date fixed for receipt of applications is **21/05/2024 till 04:00 PM**. Candidates are required to submit their applications in the Drop Box set up for the purpose in the office of District Legal Services Authority, Kamrup, Amingaon. The postal address of the office is "**THE SECRETARY, DISTRICT LEGAL SERVICES AUTHORITY, KAMRUP, AMINGAON, JUDICIAL COURT COMPLEX, KAMRUP, AMINGAON, PIN-781031**". This Authority will not be responsible for any postal delay. No application shall be received after **04:00 PM of 21/05/2024 (in any mode)**.
8. Incomplete and unsigned applications will be summarily rejected without assigning any reason thereof.
9. No TA/DA shall be admissible to the candidates for appearing in the Interview.
10. Candidates must mention prominently the name of post applied for on the right-hand corner of the envelope containing the application.
11. Canvassing directly or indirectly shall be liable for disqualification of the candidate.
12. The decision of the Selection Committee shall be final in respect of any dispute; if arises out of the recruitment process.
13. This advertisement retains the right to correct any inadvertent or typographical error.
14. List of eligible candidates and other information relating to the recruitment process will be uploaded in the office of **Assam Career Jobs.com** Kamrup District Judiciary i.e. <https://kamrup.dcourts.gov.in/>. No individual calling letters will be issued for the Interview. Candidates are required to visit the given website regularly.
15. Information submitted by an applicant in his/her application will bind the candidate and if found to be false, his/her candidature will be cancelled forthwith and he/she shall be liable for criminal prosecution.
16. The admission of candidates at all stages of selection process will be purely provisional and subject to satisfying the prescribed eligibility conditions. The application will be subject to scrutiny at every stage and shall be rejected if any defect is detected.
17. The office of District Legal Services Authority, Kamrup, Amingaon reserves the right to cancel the advertisement, alter/ modify or change any terms or conditions including selection criteria etc. spelt out in this advertisement.
18. All other condition(s) which are not specially provided herein shall be decided by this Authority time to time.

**Sd./- Gautam Baruah)**  
**District & Sessions Judge-Cum-Chairman,**  
**District Legal Services Authority**  
**Kamrup, Amingaon.**

*Copy forwarded to-*

1. The Member Secretary, Assam State Legal Services Authority, Guwahati for information.
2. The District Information and Public Relation Officer, Kamrup, Amingaon. With a request to publish the advertisement in daily newspapers (both Assamese and English) incurring the expenditure from his/her office.
3. The Systems Officer, Kamrup District Judiciary with a request to upload this advertisement in the official website of this District Judiciary under the title of **"Advertisement for Office Assistant and Peon (contractual) under DLSA, Kamrup, Amingaon"**.
4. Notice board of District Judiciary, Kamrup, Amingaon.
5. Office File.

AssamCareerJobs.com  
District & Sessions Judge-Cum-Chairman,  
District Legal Services Authority  
Kamrup, Amingaon.

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District Legal Services Authority,  
Kamrup, Amingaon

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6/5/24