



OFFICE OF THE
DISTRICT LEGAL SERVICES AUTHORITY,
 FIRST FLOOR, DISTRICT & SESSIONS JUDGE COURT BUILDING, KOKRAJHAR
 Phone No-9435480900, Email-dlsakokrajhar@gmail.com



ADVERTISEMENT

Dated-Kokrajhar, the 8th February, 2020.

Applications are invited from eligible candidates in **Standard Form** as published in Assam Gazette in Part IX for filling up the post of Front Office Coordinator as mentioned below. The engagement shall be purely on contractual basis for one year from the date of appointment. After expiry of the contract period the contractual engagement shall automatically stand terminated. The service of the Front Office Coordinator may be extended after appropriate break in service subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati. The selection shall be made on the basis of a Computer skill test comprising of 30 marks and viva-voce comprising of 20 marks. Date of interview shall be notified in due course of time through the Official website of District Judiciary, Kokrajhar.

Name of the Post	No. of post	Educational Qualification	Consolidated Pay
Front Office Coordinator	1(one)	B.A/B.Sc./B.Com or equivalent examinations along with 6 (Six) months Diploma/Certificate course in Computers with Proficiency in MS Office, Internet & email.	Rs. 20,000/- (Rupees Twenty 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 have registered their names in the Employment Exchange and the registration number along with the date must be mentioned in the application form.
3. Candidates already in service should apply through proper channel.
4. The Candidates should not be more than 38 years as on 01-01-2020. The upper age limit is relaxable as per Government norms.
5. Application must be accompanied with self attested copies of certificate/diploma etc. in support of their Educational Qualification, age, caste, experience along with 2(two) copies of recent passport size photographs duly signed by the candidate on the reverse side.
6. Candidates must mention their Mobile number and Email ID on the standard form.

7. Application must reach the Office of the District Legal Services Authority, Kokrajhar on or before 15.02.2020 up to 04:30 P.M. from the date of publication of this advertisement. The Authority will not be responsible for any postal delay. No application will be entertained after the last date fixed.
8. The list of the candidates whose applications have been accepted or rejected will be uploaded in the Official website (**www.kokrajharjudiciary.gov.in**) of District Judiciary, Kokrajhar.
9. No TA/DA will be admissible to the candidates for attending the recruitment process.
10. The applications must be addressed to "**The District & Sessions Judge-cum-Chairman, District Legal Services Authority, Kokrajhar.**"

Handwritten signature and date: 8-2-20

Secretary **SECRETARY**
District Legal Services Authority **DISTRICT LEGAL SERVICES AUTHORITY**
Kokrajhar, **KOKRAJHAR**