

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, JORHAT.

Advertisement No .1/2018

ADVERTISEMENT FOR THE POST OF DATA ENTRY OPERATOR (CONTRACTUAL)
FOR THE OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, JORHAT.

Applications are invited for one temporary post of data entry operator (contractual) mentioned below, in the Office of the District Legal Services Authority, Jorhat. The engagement shall be purely on contractual basis for one year from the date of signing of the contract. After expiry of the contract period of one year, the contractual engagement shall automatically stand terminated. The contract period may be extended after appointment in Service and subject to the approval of the Hon'ble Member Secretary, Assam State Legal Services, Guwahati. The interview will consist of Viva Voice and Computer typing skill test of 50 marks (20 marks on Viva Voice and 30 marks on Computer typing skill test). Date and venue of interview shall be notified, in due course in the Official Website of the District Judiciary, Jorhat.

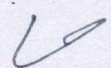
No T.A./D.A shall be paid for appearing in the interview.

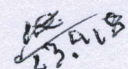
The eligibility criteria, number of post and consolidated pay are as follows :-

Sl. No	Name of post with consolidated pay	Age	Educational qualification	Experience
1	Data entry operator consolidated pay Rs.12,000/- (Rupees twelve thousand per month)	18 to 44 years. (Relaxation as per Govt. Rules)	Higher Secondary with 6 months Diploma/Certificate in Computer proficiency from a recognized Institute	Experience in relevant field in Govt./PSU/Semi Govt. Department / Institutions may be preferable

General Information :-

1. Only Indian National are eligible to apply,
2. The candidates are to face walk-in-interview and Computer test,
3. The pay is on consolidated basis amounting RS. 12,000/- P.M (Twelve thousand) only and is exclusive of all allowances etc.
4. The candidate must bring all documents and testimonials in ORIGINAL along with a photocopied set of the same. Candidates shall also bring two recent passport size photographs,
5. Candidates shall report the venue at 9.30 A.M positively, failing which he/she shall not be allowed to appear in the interview.
6. The applications must reach the Office of the undersigned within 12 days from the date of Publication of the Advertisement. Application received after due date will not be considered and will stand rejected.


Chairman, District Legal Services Authority
-Cum-District & Sessions Judge, Jorhat.


23.11.18