

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY MAJULI

Advertisement No. 01/2020 Dtd. 22.01.2020

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

Applications are invited from eligible candidates in Standard Form as published in Assam Gazette in Part IX for filling up of one post of data entry operator (contractual), as mentioned below, in the Office of the District Legal Services Authority, Majuli. 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 Selection shall be made on the basis of a computer skill test comprising of 30 marks and oral interview comprising of 20 marks. Date and venue of interview shall be notified, in due course only through the Official Website of the District Judiciary, Jorhat.

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 years to 38 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

Eligibility Criteria:

1. Candidates must be an Indian Citizen as defined under Article 5 to 8 of the Constitution of India.
2. Candidates must not be below 18 years or above 38 years of age as on the date of publishing of this advertisement.
3. Age relaxation for candidates belonging to OBC/SC/ST and P.W.D will be as per Govt Rules.

Selection Process:

1. The candidates must submit their applications in a standard Form of Application published in the Assam Gazette Part-IX in the block capital letter.
2. Candidates shall have to appear in a Computer skill test and Viva-voce.
3. Candidates having requisite experience shall be given preference.
4. Candidates serving in any Government Department shall submit their application form through proper channel.
5. List of selected/rejected candidates for Computer skill test will be uploaded in the Website of Jorhat District Judiciary i.e. <http://jorhatjudiciary.gov.in> within 15 days from the closing date of application.

6. Date and venue of interview shall be notified, in due course only through the Official Website of the District Judiciary, Jorhat. No other mode of communication will be used. No admit card will be issued for Computer skill test and viva voce.
7. Candidates must furnish the following testimonials along with their applications:
 - a. Self attested copies of certificates, mark-sheets from H.S.L.C onwards in support of their educational qualification, age, experiences etc.
 - b. 03 (three) copies of recent pass-port size photographs with signatures on the backside of the photographs.

GENERAL TERMS AND CONDITIONS:

1. Candidates must have a valid mobile number and Email ID, both of which should be duly inscribed on top of the standard form.
2. The pay is on consolidated basis amounting Rs. 12,000/- P.M (Twelve Thousand) only and is exclusive of all allowances etc.
3. The candidate must bring all documents and testimonials in ORIGINAL at the time of Computer skill test and viva-voce.
4. Candidates shall have to report at the venue one hour prior to the commencement of Computer skill test and viva-voce positively, failing which he/she shall not be allowed to appear in the interview.
5. The name of the candidate applying for the post of Data Entry Operator (contractual) must be registered with any of the Employment Exchange of the State of Assam.
6. The applications must be addressed to the District & Sessions Judge-cum-Chairman, District Legal Services Authority, Jorhat and should reach the office of the Secretary, District Legal Services Authority, Jorhat.
7. Candidates for the post of Data Entry Operator (contractual) will have to super-scribe "**Application for the post of Data Entry Operator (contractual) under, DLSA, Majuli**" on the envelope containing the application form.
8. Last date for submitting applications is within 15 days from the date of publication of the advertisement within office hour (05.00 PM) positively, including all holidays and candidates are required to visit Official Website of Jorhat District Judiciary i.e. <http://jorhatjudiciary.gov.in> regularly for information.
9. Incomplete applications and application received after due date shall be summarily rejected.
10. Canvassing directly or indirectly shall result in disqualification of the candidate.
11. No TA/DA will be provided for appearing in the written test or Viva-voce.
12. The decision of the selection board shall be final in respect of any dispute or matter arising out of such recruitment.
13. Candidates are requested to visit official website of Jorhat District Judiciary i.e. <http://jorhatjudiciary.gov.in> regularly for examination related information.


Chairman, 22-01-2020
District Legal Services Authority-Cum-
District & Sessions Judge, Jorhat

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