

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY ::: GOLAGHAT

Advertisement 01/2016 dated 01.08.2016

**Walk – in – Interview for the post of Accounts Assistant
(Contractual) for the Office of the District Legal Services Authority,
Golaghat.**

A walk – in – interview will be conducted for **1 (One)** No. of post of **Accounts Assistant** for the Office of the District Legal Services Authority, Golaghat. The engagement shall be purely on contractual basis which will be for a period of 1 (One) year. The contract period may be extended depending upon requirement and subject to the approval of Assam State legal Services Authority.

The Interview is scheduled to be held on **14.08.2016 (Sunday)** from **10.00 am** onwards at the following address:

**Office of the District & Sessions Judge & Chairman,
District Legal Services Authority, Golaghat.**

No TA/DA shall be admissible for attending the interview.

The eligibility criteria along with number of post, consolidated pay is as follows,

Sl. No.	Name of post with Consolidated Pay	Age	Educational Qualification	Experience
1	Accounts Assistant Consolidated pay = Rs. 20,000/- p.m. (Rupees Twenty Thousand per month)	18 to 38 Years (Relaxation as per Govt. rules.)	Essential: A. Bachelors Degree from a recognized university. B. Computer knowledge of MS Excel and MS Word.	Preferable: Experience in handling accounts work in Govt./ Semi Govt./ PSU departments/ institutions. Working knowledge of preparation of pay bills/ OE bills in a Govt. Department. Working knowledge of TDS, VAT and Income Tax etc.

General Information:

1. Only Indian Nationals are eligible to apply.
2. The pay is on consolidated basis and is inclusive of all allowances etc.
3. The candidates must bring all documents and testimonials in **ORIGINAL** along with a photocopied set of the same. Candidates should also bring two recent passport size photographs.
4. Candidates should report the venue at **9.30 am** positively.

**District & Sessions Judge & Chairman,
District Legal Services Authority, Golaghat**

01-08-2016