



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY:: GOLAGHAT

Magistrate Colony, Stadium Road, Golaghat, Assam - 785621.

E-mail : dlsa.golaghat@gmail.com

:: জিলা আইন সেৱা প্ৰাধিকৰণ, গোলাঘাট, অসম ::



ADVERTISEMENT FOR THE POST OF DATA ENTRY OPERATOR

Dated: 11.02.2020

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, Golaghat. The engagement shall be purely on contractual basis for one year from the date of appointment. After expiry of the contract period of 01 (one) year, the contractual engagement shall automatically stand terminated. The contract period 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 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, Golaghat.

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

Serial No.	Name of Post	Education Qualification	Consolidated Pay
01	Data Entry Operator	Higher Secondary with (06) six months Diploma/ Certificate in Computers Proficiency from a recognized Institute.	Rs. 12,000/- P.M. (Rupees Twelve Thousand) only per month.

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 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 Golaghat District Judiciary i.e. <http://golaghatjudiciary.gov.in> within 10 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, Golaghat. 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. (Rupees Twelve Thousand) only per month.
3. Candidates 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, Golaghat and should reach the office of the Secretary, District Legal Services Authority, Golaghat,

