

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY:: GOLAGHAT



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



ADVERTISEMENT FOR THE POST OF FRONT OFFICE COORDINATOR

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 Front Office Coordinator on contractual basis, 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 service of the Front Office Coordinator (Contractual) 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	Front Office Coordinator	Candidates who have passed B.A./ B.Sc./ B.Com or equivalent examinations along with a six months diploma/ certificate course in computers with proficiency in MS. Office, Internet & Email.	Rs. 20,000/- P.M. (Rupees Twenty 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 Criteria:

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.

