

# ADVERTISEMENT

No. DLSA/SVR/2025/.....

Applications are invited in **Standard Form** (Assam Gazette Part-IX) from the intending candidates who are citizens of India as defined in Articles 5 and 8 of the Constitution of India for **Contractual Engagement** in the following post in the Office of the Legal Aid Defense Counsel System (LADCs) under District Legal Services Authority, Sivasagar as per the LADCs modified Scheme, 2022, of NALSA.

SL. No	Name of the Post	No. of vacancy/ Category	Monthly honorarium/ Retainership fee	Qualification
1	Office Assistant (Contractual)	01 (One) (UR)	Rs. 15,000/-	1. Education Qualification: Graduation, 2. Basic word processing Skills and the ability to operate Computer and Skills to feed data, 3. Good typing speed with proper setting of petitions, 4. Ability to take dictation and prepare files for presentations in the Court, 5. File maintenance and processing knowledge

For the aforesaid post, candidate(s) must have a valid **Employment Exchange Registration Number for the State of Assam**.

## Details of the Post and Nature of work:

Mode of Recruitment	Walk-in- interview followed by Computer Skill Test
Tenure	Initially till 11.08.2026
Age	Minimum: 18 years Maximum: 40 years as on date of Advertisement, Age Relaxation as per Govt. Rule
Work Profile	1. Keeping updated record of Legal aided Cases, 2. Uploading the updated record/ progress of the Legal aided Cases on NALSA Portal and Digital platforms as per directions, 3. Maintaining complete files of Legal aided Cases and keeping files with proper index in a systematic manner, 4. Typing applications, petitions, appeals etc., 5. Doing ministerial work related to cases such as filling applications for copies of orders, Judgement etc., 6. Any work/ duty assigned by the Legal Services Authority, 7. All duties assigned to Receptionist cum Data-Entry-Operator.

## Terms and Conditions:

1. The candidate must be an Indian Citizen as defined in Article 5 and 6 of the Constitution of India.
2. Fill-up "Application Form" along with **Age Certificate, Certificates and Marksheets, regarding educational qualifications, Cate Certificate** from Competent Authority, Employment Exchange Registration Certificate along with **2 (two) recent passport size photographs** must be sent through **post** to the Office of the District Legal Services Authority, Sivasagar, Borpukhuri Par, Near District Judge Bungalow, PIN: 785640, Assam or may be dropped in the **Drop Box for applications** to be kept at the office of the District Legal Services Authority, Sivasagar, Borpukhuri Par, Near District Judge Bungalow, PIN-785640, Assam. All documents furnished with the application must be self-attested by the candidates. Applicant is to fill up the forms in **BLOCK LETTERS**.
3. Application submitted without proper supporting documents or incomplete will be summarily rejected.
4. Canvassing directly or indirectly will immediately lead to rejection of candidature.
5. if, any candidate is found to **have suppressed his educational qualification or given any wrong/false information** at the time of applying for the post, his candidature shall be liable to be rejected.
6. The **last date of receipt** of application is **31.12.2025 till 5:00 PM**, no application received thereafter will be entertained.
7. Individual **Phone Nos./ Contact Nos. and E-mail ID**, if any, is to be provided in the application.
8. The eligible candidate shall have to appear in interview/ Viva Voce, if/ when called for.
9. List of eligible candidates/ rejected candidates, date, time and venue of walk-in-interview and Computer Skill Test will be uploaded in the Official website **https://sivasagar.dcourts.gov.in** in due course. **No separate call letters will be issued.** Applicants are requested to refer to the Official Website.
10. The Authority reserve the Right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.

**Sd/- District and Sessions Judge cum Chairman**

**DIPR/D/AT/2887/17-Dec-25**

**DLSA, Sivasagar.**