

ADVERTISEMENT

Application are invited in standard form as published in Assam Gazette in Part IX, from the Citizens of India as defined under Article 5 and 6 of the Constitution of India, for filling up the vacancies of **02 (TWO) position (contractual) of Office Assistant** in the Office of District Legal Services Authority, Tinsukia, Assam, as per Legal Aid Defense Counsel Scheme (Modified) 2022.

IMPORTANT DATES

Sl.No.	Description	Last date and time
1.	Submission of Application Starts from	10/02/2026, 10.00 AM
2.	Last Date for submission of Application	12/03/2026, 5.00 PM

Educational Qualification:

1. Graduation in any discipline as per Clause 4 (d) of the Legal Aid Defense Counsel Scheme (Modified) 2022.

Other skills required:

2. Basic word processing skills and the ability to operate computer and skills to feed data.
3. Good Typing Speed with proper setting of petition.
4. Ability to take dictation and prepare files for presentation in courts.
5. File Maintenance and processing knowledge.
6. Candidates having work experience in the field of legal aid related matters shall be given preference.

Honorarium (Retainership fee) and Salaries:

Monthly Salary of Office Assistants is Rs. 18,000/- to Rs. 25,000/- [Subject to provisions of the Legal Aid Defense Counsel Scheme (Modified) 2022 and further Orders/instruction by the NALSA/ ASLSA].

AGE LIMIT:

A Candidate shall not be below 18 years of age and above 40 years in case of general candidates as on 31.01.2026. The upper age limit in case of candidates belonging to SC & ST category shall be 45 years and in case of candidates belonging to OBC/MOBC category shall be 43 years as on 31.01.2026. (As per Govt. of Assam, Department of Personnel O.M. No. ABP.6/2016/51 dated Dispur, the 02/09/2020).

SELECTION PROCESS

STAGE 1	Common Written Test of Two hours' duration of 70 marks. 1. General English (20 marks), 2. Assamese (20 marks) 3. General Knowledge and Aptitude (30 marks) Candidates in the ratio of 1:5 from the rank wise mark sheet of the written Test [05 (five) times the total post i.e. 10 (TEN) candidates] will be called to the stage 2.
STAGE 2	Computer Skill Test of 30 marks. 1. Basic word processing skills and the ability to operate computer and skills to feed data. 2. Good Typing Speed with proper setting of petition. 3. Ability to take dictation and prepare files for presentation in courts. Candidates in the ratio of 1:3 from the rank wise mark sheet of the Skill Test [03 (five) times the total post i.e. 06 (SIX) candidates] will be called to the stage 3.
STAGE 3	VIVA-VOCE

Terms and Conditions:

1. The appointments shall be purely temporary and on contract basis and doesn't entitle the person to be regularized in Govt. Service.
2. After expiry of the contract period of 01 (ONE) year, the contractual agreement automatically stands terminated unless renewed by competent authority.
3. The service may be extended after appropriate break in service, subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati.
4. Duly filled applications in standard form as published in Assam Gazette Part IX along with self-attested photocopies of all the relevant testimonials (educational qualification certificate, computer education certificate, age proof document, experience certificate, if any, etc.) and 02 copies of recent passport size photographs should be addressed to the Secretary, District Legal Services Authority, Tinsukia. The name of the post should clearly be mentioned at the top of the Envelope. Providing of contact number with valid email id is compulsory.
5. Applications received by post or by hand after aforementioned date and time shall not be accepted under any circumstances. District Legal Services Authority, Tinsukia, shall not be responsible for any postal delay.
6. A candidate who is already in any other service shall apply through proper channel.
7. Incomplete applications will be summarily rejected without assigning any reason.
8. The District Legal Services Authority reserves the right to cancel the advertisement and to modify any terms and conditions mentioned in the advertisement.
9. Canvassing directly or indirectly shall be liable for disqualification of the candidate.
10. Applicants/candidates are requested to visit the website i.e., **tinsukia.dcourts.gov.in** regularly for further information and updates relating to selection procedure, date of examination/viva-voce, computer test, etc.
11. Candidates shall appear at the examination/viva-voce, computer test etc. at their own cost. No T.A./D.A. shall be admissible for the same.
12. All other matters which is not specifically provided in this advertisement shall be decided by the District Legal Services Authority, Tinsukia.

Sd/- Secretary