

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, HOJAI**

**ADVERTISEMENT FOR THE POST OF FRONT OFFICE COORDINATOR (CONTRACTUAL)  
FOR THE OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, HOJAI**

**Dated: 10.02.2020**

As per recent communication received from the Member Secretary, Assam State Legal Services Authority, Guwahati vide letter No.ALSA 212/2020/6 dated 03.02.2020 the following post at District Legal Services Authority, Hojai will be filled purely on contractual basis through **WALK-IN-INTERVIEW** on **22.02.2020** at 10:00 A.M. All the candidates are to positively report at the Office of the Addl. District & Sessions Judge, FTC, Hojai at 9:00 A.M. for registration.

<b>Name of Post</b>	<b>Age</b>	<b>Educational Qualification</b>	<b>Consolidated Pay</b>	<b>No. of post</b>
Front Office Coordinator (Contractual)	Nor below 18 years or above 43 years in age (Relaxation as per Govt. Rules)	Candidates who have passed B.A/B.Sc/B.Com or equivalent examinations along with 06 (six) months Diploma/Certificate in Computer Proficiency in M.S. Office, internet & email from a recognized institute	Rs. 20,000/- P.M. (Rupees Twenty Thousand) only per month	01 (one)

**General information:**

1. Candidates must be an Indian citizen as defined under Article 5 to 8 of the constitution of India.
2. The candidates are to face walk-in-interview and computer proficiency test. . A candidate shall be assessed on the touchstone of qualification, utility, attitude, experience and background during the course of the interview.
3. The candidates must bring two recent passport size photographs alongwith all documents and testimonials in ORIGINAL and one set of self attested photocopies of the same and a filled up Standard Form as published in Assam Gazette in Part IV .
4. No T.A/D.A will be paid for attending the interview.

5. The engagement of the Front Office Coordinator shall be for a period of 1 (one) year from his date of joining.
6. After expiry of the contract period of 01 (one) year the contractual agreement will automatically stand terminated.
7. The service of the Front Office Coordinator may be extended after appropriate break in service subject to the approval of Hon'ble the Executive Chairman, Assam State Legal Service Authority.
8. The appointment of Front Office Coordinator is purely temporary and on contract basis and does not entitle the person for being regularized in Government Service.
9. \* **Address for communication:** Office of the District Legal Service Authority, Hojai, Sankardev Nagar , Dist. Hojai (Assam), PIN 782442.

E-mail. : [dlsahojai@gmail.com](mailto:dlsahojai@gmail.com)

Website : [www.nagaonjudiciary.gov.in](http://www.nagaonjudiciary.gov.in)

**The work profile of the Front office Coordinator may consist of the following:**

- Documentation with regard to legal aid helpline, advice rendered to legal aid seekers, duty rosters, updating of legal aid cases, handling correspondence.
- Managing consultations between a legal aid seeker and assigned panel advocate.
- Informing legal aid seekers about the status of their applications.
- Ensuring and maintain seamless flow of information between Legal Services Clinics and Front office.

sd/-

District & Sessions Judge, Nagaon  
-cum-Chairman,  
District Legal Services Authority,  
Hojai, Sankardev Nagar, Assam

Memo No. DLSA-HSN/18-23

Dated: 10.02.2020

Copy to:

1. The Member Secretary, Assam State Legal Services Authority, Guwahati-01.
2. The Notice Board, Office of Addl. District & Sessions Judge, FTC, Hojai, S/Nagar.
3. The Notice Board, Office of the SDJM, Hojai, S/Nagar.
4. The DIPRO, Hojai for kind information and wide publication.
5. The Systems Officer, Office of the District & Sessions Judge, Nagaon. He is asked to upload the advertisement in the official website [www.nagaonjudiciary.gov.in](http://www.nagaonjudiciary.gov.in)
6. Office file.

10/2/2020  
District & Sessions Judge, Nagaon  
-cum-Chairman,  
District Legal Services Authority,  
Hojai, Sankardev Nagar Assam  
District & Sessions Judge, Nagaon  
-cum-Chairman,  
District Legal Services Authority  
Hojai, Sankardev Nagar, Assam