

ADVERTISEMENT

SITUATION VACANT

Applications are invited for filling up one (01) post of Front Office Coordinator on purely contractual basis for a period of one year on a consolidated pay of Rs.20,000/-(twenty thousand only) per month in the office of the District Legal Services Authority, Tinsukia.

Serial No	Name of the post	No of Post	Age	Educational Qualification	Consolidated Pay
1	Front Office Coordinator	One (1)	Minimum 18 years and Maximum 43 years as on 01.01.2020	Candidates who have passed B.A/B.Sc/B.Com or equivalent examinations along with a six months diploma/certificate course in computer with proficiency in MS Office, Internet & email	Rs.20,000/- P.M (Twenty Thousand only) only per month.

Terms and Conditions:

- 1) The candidate shall be Indian Citizen as defined in Article 5 to 8 of Constitution of India.
- 2) Appointment of Front Office Coordinators on contractual basis is an stop gap arrangement until sanctioning of similar posts by the State Govt. and filling up of the same by the DLSAs & GHCLSC.
- 3) The appointment of Front Office Coordinator is purely temporary and on contract basis and does not entitle the person to be regularized in Govt Service.
- 4) After expiry of the contract period of one (01) year, the contractual agreement will automatically stand terminated.
- 5) Candidates serving in Govt Department should submit their application through proper channel.

6) The application in **Standard Form** with self-attested copies of all testimonials regarding educational qualification, age, caste, valid employment exchange registration number, three (03) copies of recent passport size photographs duly signed by the candidate on the reverse side and diploma/certificate in computer proficiency for the post of Front Office Coordinator should reach the office of the undersigned on or before **17.02.2020**.

7) The applicant should mention on the top of the envelope the name of the post applied for along with his/her mobile number on the top of the application form.

8) The application should be addressed to the District & Sessions Judge-Cum-Chairman, District Legal Services Authority, Tinsukia, P.O-Borguri, Pin-786126 and the last date of receipt of application is **17.02.2020** during office hours. No application shall be entertain after the last date.

9) The list of eligible candidates along with date of walk-in-interview along with computer proficiency test would be uploaded in the official website of tinsukia district judiciary i.e www.tinsukiajudiciary.gov.in in due course. **No separate call letters would be issued.**

10) Application received after due date or without proper supporting document or without passport size photographs or without mobile number or incomplete in any respect will be summarily rejected.

11) Canvassing directly or indirectly shall disqualify the candidate.

12) No T.A/D.A will be admissible to the candidates for attending the recruitment process.

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District & Sessions Judge
Dist. & Sessions Judge-cum-
Chairman, DLSA, Tinsukia.
TINSUKIA

