

**ADVERTISEMENT**

**12/08/2021**

A walk-in-interview for 01 (one) No. of Post of Front Office Coordinator in the establishment of District Legal Services Authority, Kamrup, Amingaon will be held on 05/09/2021 in the office premise of the undersigned at Amingaon, Kamrup.

The engagement shall be purely on Contractual basis which will be for a period of 01 (one) year. The contract period may be extended depending upon requirement and subject to the approval of the Assam State Legal Services Authority, Guwahati.

The terms and conditions for the above engagements, minimum requisite qualifications, consolidated pay etc. are as follows:

Sl. No.	Name of Post	Number of vacancy	Educational Qualification	Consolidated pay	Date and mode of recruitment
1	Front Office Coordinator	1 (one)	B.A./ B.Sc./ B.Com. or equivalent examinations along with six months diploma/ certificate in computers with proficiency in M.S. Office, Internet & E-mail.	Rs.20,000/- P.M. (Rupees Twenty Thousand) only per month.	05/09/2021 Walk-in-Interview

**How to apply:**

- a. Candidates have to submit applications in standard form enclosing photocopies of all relevant documents before the verification desk on the date of Walk-in-Interview. Mentioning of Phone no. & E-mail on the application is mandatory.
- b. Candidates have to carry along all the relevant documents in original.
- c. Candidates have to report the venue i.e. Premise of District Court, Kamrup, Amingaon between 09:00 AM – 10:30 AM on the day of Interview and those failing to report within the stipulated time shall not be eligible to appear for the Walk-In-Interview.
- d. No TA/DA shall be admissible for appearing in the Interview.

**Other Terms and Conditions:**

1. The engagement shall be purely on contractual basis for a period of 1 (one) year. After the expiry of the contract period, the engagement shall automatically stand terminated.
2. The services of the Front Office Coordinator may be extended after appropriate break in service; subject to approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati.
3. The appointment of such person is temporary and on contractual basis and does not entitle the person for being regularized in Government Service.
4. The decision of the Selection Committee shall be final in respect of any dispute; if arises out of the recruitment process.
5. The undersigned reserves the right to cancel the advertisement, alter/ modify or change any terms or conditions including selection criteria etc. spelt out in this advertisement.
6. All other matters which are not specially provided herein shall be decided by the undersigned.
7. This Authority retains the right to correct any inadvertent or typographical error.
8. The result of the Interview will be published in the official website of Kamrup District Judiciary i.e. <https://kamrupamingaonjudiciary.assam.gov.in>

**Sd/- District & Sessions Judge-  
Cum-Chairman,  
District Legal Services Authority  
Kamrup, Amingaon.**