

DISTRICT LEGAL SERVICES AUTHORITY

SRIKAKULAM DISTRICT

Notification no. 1/2020, dated :08-04-2021

Applications are invited for appointment to the post of Front Office Coordinator in District Legal Services Authority, Srikakulam District, by direct recruitment on Contract basis from eligible candidates.

The applications shall be submitted by post in the prescribed proforma.

Duly filled applications with list of enclosures shall be sent BY POST to

THE CHAIRMAN CUM PRL. DISTRICT JUDGE,
DISTRICT LEGAL SERVICES AUTHORITY
SRIKAKULAM DISTRICT

The last date for receipt of applications is **24.04.2021** till 5.00 p.m.

Post Name: Front Office Coordinator

No of posts: 01

Pay: Rs.15,000/- per month

Age Limit:

Must have completed 18 years and must not have crossed 34 years as on 03.03.2020. Age relaxation of 5 years in respect of candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes. Candidates with disabilities and Ex-Servicemen shall be given age relaxation of 10 years as per rules in force.

Educational Qualifications:

B.A./ B.Sc./ B.Com or equivalent examination along with 6 (six) months Diploma/ Certificate course in Computers with Proficiency in MS. Office, Internet & email, Type Writing English Higher/ Lower.

Mode of Recruitment : Oral Interview

Instructions :

1. Certificates attested by Gazetted Officer to be submitted along with Application and shall carry all the relevant documents in Original on the date of Interview.
2. No. T.A./D.A. will be paid for attending the interview.
3. Candidates are directed to attend the venue for an interview before 1 hour.

Date of interview: Date will be informed later

Place:

Nyaya Seva Sadan,
District Court Premises,
Srikakulam .

Time: 04:00 P.M.

C H A I R M A N

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SRIKAKULAM DISTRICT

(Notification No. 1/2020, dated 08-04-2021)

APPLICATION FOR THE POST OF FRONT OFFICE COORDINATOR

AFFIX RECENT PASSPORT SIZE PHOTO ATTESTED BY GAZETTED OFFICERp

1. Name of the applicant :
(in Block letters)
2. Father's/Husband's Name :
3. Date of Birth :
4. Educational Qualifications :
5. Technical Qualifications :
6. Nationality & Religion :
7. Caste :
OC/BC/SC/ST/PH in case of
reservation
(Mention Sub-Caste)
8. Address for Communication :
Mobile No.
9. Permanent Address :
10. Employment Exchange :
Registration No. & Date.
11. Local/Non Local :
12. Marital Status :
13. Previous experience, if any :

DECLARATION

I _____ hereby solemnly declare that the particulars furnished above are true to the best of my knowledge and belief and any untrue averment will disqualify me from holding any appointment in the Department.

Station:

Date:

SIGNATURE OF THE APPLICANT