



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
KARBI ANGLONG:: DIPHU
Office Address : O/o the District & Sessions Judge, Karbi Anglong
Karbi Anglong District Judiciary Campus, Diphu, Pin : 782460
Karbi Anglong, Assam
Email- dlsa.djka@gmail.com
Contact : 6901281636



ADVERTISEMENT NO. 01 OF 2021

Dated-15/02/2020

Walk-In-Interview

Walk-in-interview for the post of **Front Office Coordinator** in the office of the *District Legal Services Authority*, Karbi Anglong district, Diphu on purely temporary and contractual basis for a period of 1 (one) year will be held on **29th September, 2021** at its office at Judiciary Court Campus at Diphu, Karbi Anglong.

Any Indian citizen may apply and the terms and conditions for the walk-in-interview are as follows:

Sl. No	Name of the post	Number of vacancy	Consolidated pay	Educational qualification	Mode of Recruitment
1.	Front Office Coordinator	1 (One)	Rs. 20,000/ P.M. (Rupees Twenty Thousand only)	<p>A Degree in any subject/stream from a recognized university with Degree/Diploma certificate in computer course</p> <p>Desirable: - The candidate must have good knowledge in computer operation with proficiency in DTP, M.S Office, Photoshop, Internet application along with management of online activities. The candidate should also have a pleasant personality and should have the capability of interacting and coordinating with people who come seeking legal aid.</p>	Walk-in-interview

How to apply:- Candidates have to appear in Walk-in-interview with their original documents along with an application/CV on plain paper giving details of educational qualifications, experience, Contact address, phone number, E-Mail ID, etc and submit photocopies of relevant documents at the time of interview on **29th September, 2021** at **10.00 A.M** at its office at Diphu, Karbi Anglong.

N.B:- No TA/DA will be paid to attend the interview.

Sd/-
District and Sessions Judge
-cum-
Chairman,
District Legal Services Authority,
Karbi Anglong, Diphu

Memo No: DLSA/2021/1724-1726

Dated Diphu, 15th September, 2021

Copy for information and necessary action to:

1. The Notice Board, District Legal Services Authority, Karbi Anglong.
2. The System Officer of this establishment. He is directed to upload the Notification in the official Website.
3. Notice Board of D.C. office of Karbi Anglong district, Diphu.
4. Office Copy.

District and Sessions Judge
District & Sessions Judge
Chairman,
District Legal Services Authority,
Karbi Anglong, Diphu