

517

OFFICE OF THE
MEMBER SECRETARY
ASSAM STATE LEGAL SERVICES AUTHORITY
GUWAHATI-781001.

ADVERTISEMENT

No. ASLSA.48/2008/3403

Dated, Guwahati the 29th October, 2018.

1. Applications are invited from the citizens of India as defined in Article 5 and 6 of the Constitution of India for filling up the following vacant post in the establishment of Assam State Legal Services Authority. Applications may either be dropped in the Drop Box maintained in the Office of the Assam State Legal Services Authority, Behind Gauhati High Court New Building, Guwahati -781001, Assam or may be sent by post to the above address. Candidate shall have to submit their application within 15 days from the date of publication of the advertisement in the news paper.

Sl.No.	Description of post	Pay	No. of post
1.	Accounts Officer	Rs.8000-35000/- Pay Band-3, Grade Pay Rs. 4600/- (old)	1

2. AGE :-

A candidate shall have minimum 18 years and maximum 44 years as on the last date of submission of application. Relaxation of age of candidates shall be applicable as per Govt. Rules.

3. ELIGIBILITY CRITERIA :

Commerce Graduate from a recognized University along with Diploma/Certificate in Computer Application and Tally.

4. HOW TO APPLY,

- i. Candidates are required to submit application in prescribed Standard Form.
- ii. Candidates shall fill the Application Form and paste two copies of his/her recent passport sized coloured photograph in the given space of the form and shall sign across the photographs. The envelope containing the application form should be super scribed as "APPLICATION FOR THE POST OF (Name of the post applied for " and the same should be addressed to "Member Secretary, Assam State Legal Services Authority".
- iii. The envelope containing the application form along with other relevant documents of requisite qualification should be dropped in the" DROP BOX labeled DROP BOX OF APPLICATIONS FOR VACANT POSTS OF ASLSA" kept in the Office of the Member Secretary, Assam State Legal Services Authority. Applicants may also submit their application through post.
- iv. Applications submitted in any other mode, except as indicated, will be summarily rejected without any communication..
- v. The list of the candidates, with allotted Roll Nos. will be published on website of ASLSA- aslsa.assam.gov.in and ghconline.gov.in for reference of the candidates in due course and no separate Admit Card/ Call Letter shall be issued. Candidates are required to regularly visit the Notified Website of ASLSA.

5. Last date of application:

The last date of receipt of application would be 15 days from the publication of the advertisement in the newspapers.

TERMS AND CONDITIONS :

For other details visit ASLSA website aslsa.assam.gov.in . No TA/DA shall be paid to the candidates for appearing in the interview.

29-10-18
(S. N. Sarma)

Member Secretary

Assam State Legal Services Authority

ASSAM STATE LEGAL SERVICES AUTHORITY

A D V E R T I S E M E N T

No. ASLSA.155/2018/3402

Dated Guwahati the 29th October, 2018.

1. Applications in prescribed format are invited from eligible candidates who are Citizens of India as defined under Article 5 and 6 of the Indian Constitution for filling up of the following categories of post under the Office of the **Assam State Legal Services Authority (ASLSA)**. The engagement shall be purely on contractual basis which will be for a period of 06 (six) months. The Contract period may be extended depending upon requirement and subject to the approval of the Executive Chairman, Assam State Legal Services Authority.

SI No.	Name of the post	Honorarium	No. of post (s)
1.	Project Consultant	Rs. 60000/- per month (all inclusive)	1 (one)
2.	Project Coordinator	Rs. 45000/- per month (all inclusive)	3 (three)
3.	Project Assistant	Rs. 25000/- per month (all inclusive)	4 (four)

2. *Candidate shall have to submit their application within 15 days from the date of publication of the advertisement in the news paper.*

3. **ELIGIBILITY CRITERIA:**

SI No.	Name of the post	Essential educational qualification	Experience
1.	Project Consultant	Master's Degree in Management/ Social Work/ Sociology/ Public Administration/ Economics/ Political Science etc. or a Degree in Law	At least 7 years experience with proven track record in project planning and management.
2.	Project Coordinator	Master's Degree in Management/ Social Work/ Sociology/ Public Administration/ Economics/ Political Science etc. or a Degree in Law	At least 5 years experience in project planning and management.
3.	Project Assistant	Degree in any subject	3 years experience and knowledge of MS office (Excel, power Point, Word etc.) Preference will be given to those having Diploma in Computer.

4. AGE :

Not more than 50 years for the post of Project Consultant and 44 years for the posts of Project Coordinator and Project Assistants as on the last date of submission of application.

5. SELECTION PROCESS:

Selection shall be made on the basis of interview. A candidate will be assessed on the touchstone of Knowledge, experience and expertise in the relevant field shall be assessed during the course of interview.

6. GENERAL INFORMATION:

- a. Application form may be downloaded from the website aslsa.assam.gov.in. and ghconline.gov.in .
- b. Applications may either be dropped in the Drop Box maintained in the Office of the Assam State Legal Services Authority, Behind Gauhati High Court New Building, Guwahati - 781001, Assam or may be sent by post to the above address.
- c. Duly filled application form must be accompanied by-
 - i. 2 (two) copies of recent passport size photographs.
 - ii. HSLC (or equivalent examination) Admit Card/ Pass Certificate as age proof or competent authority in original as well as self attested copies of each documents.
 - iii. Pass certificates and mark sheets of all educational qualification from HSLC or equivalent onwards in original as well as self attested copies of each documents.
 - iv. Experience certificate indicating the period of service/ experience with date.
- d. The admission of candidates at all stages of the selection process will be purely provisional and subject to satisfying the prescribed eligibility conditions. The application will be subject to scrutiny at every stage and shall be rejected if any defect is detected.
- e. No TA/DA shall be paid to the candidates for appearing in the interview.
- f. Application form, which is incomplete in any respect, such as, without photograph and signature, is liable to be rejected summarily.

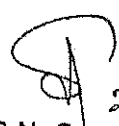
- g. Information submitted by candidate in his/her application will bind the candidate and if found to be false, his/her candidature shall be cancelled forthwith.**

- h. The candidate shall be responsible for any mistake made by him/her in the application form and the ASLSA shall not be responsible or liable in any way.

- i. If any candidate is found canvassing directly or indirectly, his/her candidature shall be rejected.**

- j. The ASLSA reserves the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.

- k. All other matters which are not specifically provided in this advertisement shall be decided by the ASLSA.


29.10.18
(S.N. Sarma)

Member Secretary
Assam State legal Services Authority

ANNEXURE-A

Application Format

Affix a
recent
passport
size
photograph

APPLICATION FOR THE POST : _____

1. Name in full (Dr./Shri/Smt/Kumari) _____

2. Date and place of Birth _____

3. Nationality _____

4. Marital Status _____

5. Permanent residential address _____

6. Address for correspondence _____

7. Contact Telephone Number/
Mobile Number _____

8. Email (Compulsory) _____

9. Qualification (beginning with
matriculation or equivalent)

Examination Degree/Diploma	University/Board	Subject	Year of passing	% of marks Class/Grade Distinction

10. Experience Details, if any -----
11. Whether you have knowledge
Of computer operations : -----
12. Details of special course, workshop
attended, if any : -----
13. Details of extra-curricular activities,
if any : -----

Date :

Place :

Signature of Applicant

Declaration by the Applicant

- (i) I certify that particulars/information given in the application form is true and correct according to my knowledge and nothing has been concealed therein and that in case any information/particular(s) is/are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including termination, dismissal or discharge even after appointment without any notice.
- (ii) I solemnly affirm and declare that I have never been debarred from appearing at any examination.
- (iii) I understand that if any column is left blank, my application can be rejected.

Date :

Place :

Signature of Applicant