

THE GAUHATI HIGH COURT LEGAL SERVICES COMMITTEE
(PRINCIPAL SEAT), GUWAHATI

Advertisement No. 01/2020 Dated: 12/02/2020

ADVERTISEMENT FOR THE POST OF FRONT OFFICE COORDINATOR
(CONTRACTUAL) FOR THE OFFICE OF THE GAUHATI HIGH COURT LEGAL
SERVICES COMMITTEE, GUWAHATI

The Gauhati High Court Legal Services Committee will hold a **Walk In Interview** for filling up of one post of Front office Coordinator on contractual basis, as mentioned below, in the office of The Gauhati High Court Legal Services Committee, Guwahati. The engagement shall be purely on contractual basis for one year from the date of appointment which will be extendable after appropriate break in service, subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati.. After expiry of the contract period of 1 (One) year, the contractual engagement shall automatically stand terminated. The selection shall be made on the basis of oral Interview comprising of 30 marks and a computer skill test comprising of 20 marks.

The eligibility criteria, number of post and consolidated pay are as follows:

Sl. No.	Name of Post	Number of Post	Qualification	Honorarium
1.	Front Office Coordinator (Contractual)	1(one)	B.A./ B.Sc/ B.Com or equivalent examination along with a six months diploma/certificate course in computers with proficiency in MS. Office, Internet & Email.	Rs.20,000/- (Rupees Twenty Thousand) Fixed per month

Date & Time of Interview and Computer test: 7th March 2020 at 11.00 A.M.

Venue: Registrar (Vigilance) Chamber, Gauhati High Court, 2nd Floor, New Block.

The Front Office Coordinator shall, inter alia, perform the following work:

- a. Documentation with regard to legal aid helpline, advice rendered to legal aid seekers, duty rosters, updating of Legal Aided cases;
- b. Handling correspondence;
- c. Managing consultations between a legal aid seeker and signed panel advocate;
- d. Informing legal aid seekers about the status of their applications, court cases;
- e. Ensuring and maintaining seamless flow of informations between legal services clinics and front offices.

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General Information:-

1. Candidates must be an Indian Citizen as defined under Article 5 to 8 of the Constitution of India.
2. Candidates must not be below 18 years or above 38 years of age as on the date of publishing of this advertisement.
3. Candidates shall have to report the venue before 10.00 A.M. And not later than 10.30 A.M.
4. Candidates must furnish the following testimonials along with standard form as published in Assam Gazette in Part IX:
 - a. Self attested copies of certificates, mark-sheets from HSLC onwards in support of their educational qualification, age, experience etc.
 - b. 03 (three) copies of recent pass-port size photographs.
5. The candidates must bring all documents and testimonials in ORIGINAL at the time of Interview.
6. The name of the candidate applying for the post of Front office coordinator (Contractual) must be registered with any of the Employment Exchange of the State of Assam.
7. No TA/DA shall be paid to the applicants for attending the Interview.
8. In case of any objection regarding selection of Front Office Coordinator the decision of the Chairman, Gauhati High Court Legal Services Committee, Guwahati shall be final and binding on all concerned.



(GAUTAM BARUAH)
Registrar (Vigilance),GHC
-Cum-Secretary, Gauhati High Court
Legal Services Committee (Principal Seat)