

**OFFICE OF THE
ASSAM STATE LEGAL SERVICES AUTHORITY,
GAUHATI HIGH COURT, OLD BLOCK (1ST FLOOR)
GUWAHATI-781001**

Advertisement

No.ASLSA 241/2021/ 231

Dated Guwahati the 12th September, 2023

Application are invited from intending eligible citizen of India, having a valid Employment Exchange Registration Number in the State of Assam, for filling up **01 (one)** post of **Lower Division Assistant (LDA)** in the establishment of **Assam State Legal Services Authority (ASLSA)**, Guwahati-1 in the following scale of Pay plus other allowances under Rules.

Serial No.	Position	Scale of Pay (Rs.)	Pay Band	Grade Pay (Rs.)
01	Lower Division Assistant (LDA)	14,000/- to 60,500/-	PB-2	7,600/-

- No. of vacancy : 01
- Category : Unreserved
- Last Date of Application : 15 days from the date of publication of the advertisement

Educational Qualification:

Serial No.	Position	Educational Qualification
01	Lower Division Assistant (LDA)	<p>The candidate must possess Bachelor Degree in Arts/Science/Commerce from any recognized University with at least 45% marks for General/OBC/MOBC and 40 % for SC/ST (P)/ST (H) & PWD.</p> <p>The candidate must possess a minimum 6 (six) months Diploma/Certificate in Computer Application from a Govt. recognized Institute. He/She must have proficiency in Computer Basic. Application like MS-Office (Word, Excel, Power point) internet etc.</p>

Age Limit:

Maximum 40 years as on the last date of application.

- 3 years upper age limit relaxation for candidate belonging to OBC/MOBC/category
- 5 years upper age limit relaxation for candidate belonging to SC/ST (P)/ST (H) category
- 10 years upper age limit relaxation for PWD candidates

Essential Documents:

- Admit Card of HSLC or equivalent examination for proof of age.
- Certificate, Mark-sheet from HSLC onwards
- Certificate of Computer Proficiency
- Certificate of caste from competent authority in respect of candidates belonging to OBC/MOBC/SC /ST(P)/ST(H).
- Disability Certificate issued by the competent authority in respect of candidates belonging to PWD category.
- Employment Exchange Registration Card/Certificate, registered in any Employment Exchange of Assam.
- All documents to be self attested.

Selection Process:**➤ Phase -I**

- The candidates whose applications are accepted will be required to appear in a written examination of 100 marks of 02 hours duration.
- The subject/syllabus of the written test will be as follows.

Serial No.	Subjects	Marks
1.	General Knowledge	25
2.	General English	25
3.	Assamese	25
4.	General Mathematics	25
Total		100

➤ Phase -II

- The candidates qualifying in the written test shall be called for a Computer Proficiency test and Viva-Voce.

Serial No.	Name of Test	Total Marks
1.	Computer Proficiency Test	20
2.	Viva-Voce	30

How to Apply:

- Candidates are required to submit the application in the Standard Form along with all testimonials (as indicated under "Essential Documents").
- Candidates shall fill up the Application Form and paste his/her passport sized coloured photograph in the given space of the application form and shall sign across the photograph. Two (02) copies of the same photograph should be stapled in the top right corner of the application form. The candidate should write his/her name on the reverse side of the stapled photographs. The envelope containing the application should be super scribed as "APPLICATION FOR THE POST OF LDA".
- The envelope containing the application should be dropped in the "DROP BOX OF APPLICATION FOR THE VACANT POST OF LDA, ASLSA", positioned in the office of ASLSA during office hours, except on holidays. Office Address: Assam State Legal Services Authority, Gauhati High Court, Old Block (1st Floor), Guwahati-781001.
- The list of candidates with allotted Roll Nos. will be published on the official website of Assam State Legal Services Authority (ASLSA)- <https://aslsa.assam.gov.in> in due course and no separate Admit Card / Call Letters will be issued. Candidates are required to regularly visit the aforementioned website of ASLSA for information relating to date of exam, examination centre etc.

Application Fee:

Application fee in the form of Bank Draft (Nationalized Bank) has to be submitted along with the application. The Bank Draft is to be drawn in favour of "Assam State Legal Services Authority", payable at Guwahati. The application fees to be paid by the candidates are indicated below.

For SC/ST	For all others	PWD
Rs. 150/-	Rs. 300/-	Nil

Note:

- Application Fee shall not be refunded under any circumstances.
- Incomplete application will be summarily rejected.
- Applications must reach the office of ASLSA on or before the last date of submission.
- Canvassing directly or indirectly shall disqualify a candidate.
- No TA/DA is admissible for appearing in the written test/interview.

Member Secretary
Assam State Legal Services Authority

(Signature)