

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, GOALPARA, ASSAM

ORDER

No. DLSA(G).VIII/1/2020/

/Rec

Dated Goalpara 29-4-2021

The following candidate, who was selected vide Notification No. DLSA(G).VIII/1/2020/1450/Rec Dated Goalpara 14-8-2020, is hereby temporarily engaged as Front Office Coordinator in the office of the District Legal Services Authority, Goalpara, Assam at a consolidated pay of Rs.20000/- (Rupees twenty thousand) only, per month, for a period of 1 (one) year with effect from the date of her joining, subject to the condition that in the event of adverse police verification report her engagement will be terminated forthwith without assigning any reason whatsoever.

Sl. No	Roll No.	Name	Gender (M/F/Others)	Caste
1	130	Dorothy Kalita	Female	General

- The work profile of the Front Office Coordinator may consist of the following:
- Documentation with regard to legal aid helpline, advice rendered to legal aid seekers, duty rosters, updating of legal aided cases;
 - Handling correspondence;
 - Managing consultations between a legal aid seeker and assigned panel advocate;
 - Informing legal aid seekers about the status of their applications, court cases;
 - Ensuring and maintaining seamless flow of information between legal services clinics and front offices.

The engagement of the Front office Coordinator shall be under the following terms and conditions:

- Appointment of Front Office Coordinator on contractual basis is a stop gap arrangement until sanctioning of similar posts by the State Govt. and filling up of the same by the DLSA.
- Salaries of the Front Office Coordinator shall be paid by the DLSA from the NALSA Fund.
- After expiry of the contract period of 1 (one) year, the contractual agreement will automatically stand terminated.
- The services of the Front Office Coordinator may be extended after appropriate break in service, subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority.
- The appointment of such person is purely temporary and on contract basis and does not entitle the person for being regularized in Government Service.

The candidate shall not have any claim of regular/permanent appointment, whatsoever, as a matter of right and her engagement may be terminated at any time without assigning any reason. The candidate is directed to submit her medical certificate of fitness from a Medical Officer of Government or any Medical Officer in Charge of a civil station at the time of joining.

The candidate is directed to join her duties with 15 (fifteen) days from the date of receipt of this order.

Sd/-I.Ali
Chairman

District Legal Services Authority, Goalpara
/Rec Dated Goalpara 29-4-2021

Memo No. DLSA(G).VIII/1/2020/1027 - 1032
Copy, for kind information and necessary action, to:

- The Hon'ble Member Secretary, Assam State Legal Services Authority, Guwahati, Assam for kind information with reference to his letter No. ASLSA 212/2020/302 Dated Guwahati the 25th March, 2021.

2. The Secretary, District Legal Services Authority, Goalpara, Assam for information.
3. ✓ The Systems Officer, Goalpara district judiciary for immediate uploading of the order in the official website, under the caption "Order dated 29.4.2021 regarding temporary engagement of **Front Office Coordinator** in the office of District Legal Services Authority, Goalpara" with a scroll in the home page.
4. Miss Dorothy Kalita, D/o- Late Tarun Chandra Kalita, Bapujinagar, PO- Baladmari, PS & Dist- Goalpara, Assam, PIN- 783121.
5. Notice board.
6. Order file.

29.4.21

(I.Ali)

Chairman

District Legal Services Authority, Goalpara