**Applications for selection to the post of ‘Front Office Assistant’**

**under the Front Office Establishment of (all) DLSA & NSLSA, Nagaland; Kohima.**

*Ref: ADVERTISEMENT No. NSLSA/PRJ/ADV/2018-19/08; Dated: 07.10.2019*

*(This Form can be filled either handwritten or Typed)*

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| Please affix one recent passport size Photograph without attestation |

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Signature of Candidate 

1. Name (in Block letters) (please keep one box blank between Name & Title)

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1. Father's/Husband's Name (in Block letters) (please keep one box blank between Name & Title)

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| 1. Date of Birth | 1. Age as on the closing date of receipt of application | 1. Gender |

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| Day | |  | Month | |  | Year | | | |  | Years | | | | |  | Months | |  | Days | |  | M/F/Others |
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| 1. Marital status | 1. Nationality | 1. Religion |

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| 1. CATEGORY   (SC/ST/OBC/UR/PWD/GENERAL)  \*photocopy of the relevant certificate to be enclosed | 1. If Physically Disabled (PWD)   *(Attach Medical Certificate)* | | 1. Whether employed in any institution/ Organization (Yes/No). |
|  | whether LOCOMOTIVE or HEARING Impairment | Percentage of disability |  |
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1. Name of the District presently residing: .
2. Community/Tribe : .
3. Permanent Address (in full) :

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1. Present Postal Address (in full) for correspondence:

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1. Details of Examination passed from Matriculation onwards.

*(To be supported with relevant photocopy documents duly attested).*

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| Name of the School with Board/Council, Institute College and University | Name & year of Examination passed | Grade/ Division | Percentage of Marks % | Name of Degree/Course/stream |
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1. Technical course qualification/ Professional Certification/ Diploma if any

(*To be supported with relevant photocopy documents duly attested*).

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| Name of the Institute/ university | Year of examination passed | Grading/class/ division | Marks obtained in percentage | Name of the course/Diploma/ certification programme |
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1. Particulars of remittance of Application fee:

Deposited an Amount of Rs. (Rupees ) only through NEFT on date: through (Name of Bank/Branch & Address) of Branch Code No. .

**DECLARATION TO BE SIGNED BY THE APPLICANT**

I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particular information given above being found false or incorrect, my candidature for the post of Front Office Assistant is liable to be rejected or cancelled and in the event of any mis-statement or discrepancy in the particulars being detected after my appointment, my services are liable to be terminated forthwith without any notice to me. If selected, I am willing to serve in the preferred District as stated above . I agree that Nagaland State Legal Services Authority has the right to post/transfer me to any part of the District Front Office at their discretion.

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the applicant

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List of enclosures to be attached:**

1. Two Passport size Photograph out of which one should be pasted in the Application Form.
2. Photocopy of Birth Certificate
3. Photocopy of ST/SC/OBC/General Certificate.
4. Photocopy of Medical Certificate for PwDs (if required).
5. Residential Address Proof Certificate (at least two of the following : Adhaar Card/ Certificate from Municipal/ Town Council/ Local Authority/Electricity Bill/ Water Bill etc.)
6. Photocopy of all relevant Educational Documents/Certificates.
7. Photocopy of Work Experience(if any).
8. Photocopy of relevant certificates of technical qualification/Diploma/Certification etc.

**NOTE:**

1. Candidates in their interest are advised to refer to the NSLSA website www.nslsa.nagaland@gov.in from time to time for any further instruction/information.
2. For any Inquiry, the applicant may contact on telephone number 0370-2292144 during office hours.
3. The application form of unsuccessful candidates and also that of ineligible candidates shall be retained for a period of three months from the date of declaration of the result.

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