



**NAGALAND STATE LEGAL SERVICES AUTHORITY**  
**D.C office Compound, KDPa Building , Top Floor,**  
**Kohima – 797001**

Hon'ble Mr. Justice Ajai Lamba,  
Chief Justice, Gauhati High Court,  
Patron-in Chief, NSLSA.

Hon'ble Mr. Justice Songkhupchung Serto,  
Judge, Gauhati High Court,  
Executive Chairman, NSLSA.

Mr. N. Longshithung Ezung,NJS,  
Member Secretary,  
Nagaland State Legal Services Authority

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

Applications are invited for the contractual post of 'Front Office Assistant' under the Legal Services Programme of National Legal Services Authority (NALSA) for filling up the post at the Front Office Establishment of (all) District Legal Services Authority & State Legal Services Authority, Nagaland; Kohima as detailed below:

| Sl. No. | Name of the Post       | No. of Post | Monthly fixed Pay      | Educational Qualifications  | Desirable Qualification/Experience  |
|---------|------------------------|-------------|------------------------|---|---|
| 1.      | Front Office Assistant | 12          | INR 15,000/- per Month | Graduate Degree in any subject with 3 years or equivalent Certified course on computer Applications, IT, Basic Computer Applications. | <ol style="list-style-type: none"><li>1. Preference will be given to the candidate having Degree in Management/ Social Work/ Sociology/ Public Administration/ Economics/ Political Science/ Sociology/ Law of a recognized university.</li><li>2. Candidates having Diploma in computers is preferred.</li><li>3. Preference will be given to the candidates having at least 2 years professional work experience.</li></ol> |

**Cadre of Posting and Office Authority :** Each of the above 12 Post of 'Front Office Assistant' is required to be filled as one post in every Front Office of the District Legal Services Authority (DLSA) and one post in the Front Office of the State Legal Services Authority (NSLSA), Nagaland; Kohima.

*Acronym used: DLSA- District Legal Services Authority, NSLSA- Nagaland State Legal Services Authority.*

**Minimum Age limit:** 25 years

**Maximum Age limit:** 35 years

**How to Apply :**

1. The interested candidates can apply through the prescribed Application Form which can be downloaded from the **website: [nlsa.nagaland@gov.in](mailto:nlsa.nagaland@gov.in)**. The filled Application along with necessary documents as indicated below should be submitted to the Office of Nagaland State Legal Services Authority, D.C Office Compound, KDPa Building (top floor), Kohima-797001. The Application can be submitted either by hand or send through speed post/Registered Post.
2. The following supporting documents must be attached to the filled Application Form.
  - a) Self attested photo copy of Mark sheet, certificates and Admit card of all equivalent Educational qualification level.
  - b) Self attested Proof of Birth Certificate.
  - c) Self attested Residential Address Proof Certificate (Adhaar Card/ Certificate from Municipal/ Town Council/ Local Authority).
  - d) Self attested Work Experience Certificate.



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3. Prior to the submission of Application, an Application fee of Rs. 400/- for General/OBC category and Rs. 200/- for SC/ST category (non-refundable) must be deposited through NEFT in the account maintained by Nagaland State Legal Services Authority (NSLSA) of **IDBI Bank Account No. 1147104000018939 with IFSC code-IBKL0001147**. The counterfoil in original of the deposit Challan with the Bank Seal & sign must be attached to the Application Form as proof of deposit. No other alternative mode of payment shall be entertained and Application fee once paid is non-refundable. A Person with Disability (PWD) with supporting Disability Certificate is exempted from payment of Application fee.
4. The Application along with all the required documents should positively reach the NSLSA office latest by **08.01.2020**. No application shall be accepted after the last date.

*Note: The interested candidates can learn more information regarding the work profile of Front Office Assistant from the official website: [nslsa.nagaland@gov.in](mailto:nslsa.nagaland@gov.in).*

### **Selection Process & Pattern:**

1. The selection process shall comprise of three stages viz. Phase I, Phase II & Phase III and a Selection committee shall be constituted for the purpose of conducting the selection process.
2. **Phase I** - The committee shall scrutinized all the applications District-wise and grading shall be maintained in a scale of 1 to 100 accordingly taking into accounts of relevant parameters viz. educational performance documents, academic records, work experience certificate. Candidates will be shortlisted to appear for Skill Test in the ratio of 1:8, i.e. 8 candidates for every District/State vacancy, subject to availability of sufficient number of eligible candidates.

*Note: For initial short listing of candidates, preference to the post under a particular District will be given to the local applicant i.e the applicant who is a domicile of the District and presently residing in the same District.*

3. **Phase II-** After process of scrutinizing, the list of shortlisted candidates shall be notified in the local newspaper and official website and called for undergoing a skill test on a date to be fixed and notified by the undersigned Authority.

Skill Tests shall include computer Typing/ Data Entry/ Computer Proficiency Test, etc. which is qualifying in nature. A candidate will have to score cut off mark in the skill test to qualify for appearing the interview. However, the marks obtained in Skill test will not be taken into account for final merit ranking. Cut off mark will be fixed accordingly to shortlist qualifying candidate in the ratio of 1:4, i.e 4 candidate in every District/State vacancy subject to availability of sufficient number of eligible candidates.

4. **Phase III-** For final selection, the shortlisted candidates based on the qualifying skill test result and date of Interview will be notified in the local newspaper and official website calling for interview. A panel of Interview shall conduct the interview on a date to be fixed and notified by the undersigned Authority. Grading Marks obtained in the Phase-I and skill test Mark will be excluded and only the marks obtained in interview will be taken into account while making the final merit ranking.



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5. The selection criteria followed by the Nagaland State Legal Services Authority with the approval of its Hon'ble Executive Chairman in short listing the candidates will be final. No appeal or representation will be entertained against such selection criteria.

**General Terms & Conditions:**

1. The appointment to the above 12 posts are purely temporary and on contract basis initially for 1(one) year with effect from the date of appointment order, and further extendable upto one year depending on the continuity of the NALSA Scheme or as such direction issued by the competent Authority and the appointee to the above Post shall have no right to claim for regularization.

The appointment shall be purely tenure based and may be terminated at any time upon giving a one (1) month notice by either party and without assigning any reason or on payment of one (1) month remuneration in lieu thereof. In case of shorter notice, the liability will be restricted to the payment for the proportionate period which falls short of the notice period. The said engagement may be terminated at any time if the services rendered by the employee are found to be unsatisfactory or if there is any breach of the terms of the engagement.

**Remuneration Pay:** The Front Office Assistant shall be paid a consolidated remuneration of Rs. 15,000/- per month (Rupees fifteen Thousand Only) all inclusive during the period of engagement and will not be entitled to any other allowance such as House Rent, Residential Accommodation, Residential Telephone, Conveyance Allowance, Medical reimbursement, Leave Travel Concession etc. and also not entitled to any benefits such as gratuity, pension, seniority, promotion etc.

2. The Applicant must fill all the required field as indicated thereto in the Form and incomplete applications, ineligible candidates are liable to be rejected without any further notice.
3. Applicants serving in Government/organizations/Private sector/undertaking/autonomous bodies must send their applications supported with 'No Objection Certificate' and recommendation of the employer.
4. Stringent criterion shall be applied while scrutinizing the Application and Selection made by the Selection Committee and interview Panel shall be final and binding.
5. NSLSA shall take follow-up steps to verify the authenticity of all documents submitted by a selected Applicant even after the stage of Recruitment process is over. In case of detecting any fake/forgery/invalid documents, He/she will be immediately disqualified.
6. No TA/DA and accommodation will be provided for appearing in the interview.
7. Candidates found canvassing in any form will be disqualified.
8. Any corrigendum/correction/updates/notice pertaining to the selection process shall be posted only on the Official website [nslsa.nagaland@gov.in](mailto:nslsa.nagaland@gov.in).
9. Date & Time of the interview along with List of eligible candidate for appearing the Interview will be notified in the official website and notice board of the NSLSA after the closing date of the Application.

**Sd/-**  
**(N. LONGSHITHUNG EZUNG) NJS**  
**Member Secretary**  
**Nagaland State Legal Services Authority**