



DISTRICT LEGAL SERVICES AUTHORITY,
WEST GARO HILLS, TURA.

Dated Tura the 27th March, 2023.

ADVERTISEMENT

WALK-IN INTERVIEW FOR OFFICE ASSISTANT CLERK

No. DLSA/WGH/8/2023/1 : Applications are invited from the Citizens of West Garo Hills for the post of **Office Assistant clerk in the Legal Aid Defense Counsel System.**

All qualified candidates to bring their original Certificates on 30-03-2023.

JOB PROFILE:

- Keeping updated record of legal aided cases,
- Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,
- Typing applications, petitions, appeals etc.,
- Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.,
- Any other task assigned by the Chief Legal Aid Defense Counsel,
- Any work/duty assigned by Legal Services Authority,
- All duties assigned to Receptionist cum data entry operator.

Qualifications:

- (i) Educational Qualification: **Graduation,**
- (ii) Basic word processing skills and the ability to operate computer and skill to feed Data,
- (iii) Good typing speed of **30 (thirty) words per minute** with proper setting of petition,
- (iv) Ability to take dictation and prepare files for presentation in the courts,
- (v) File maintenance and processing knowledge,
- (vi) Must be a citizen of India.

Post:

The post is purely contractual in nature subject to termination of service with one month's notice of termination.

Number of Post: Only one post.

Tenure: Initially for two (2) years, extendable on satisfactory performance.

Honorarium/Remuneration: Rs 15,000/- (Rupees Fifteen thousand) only per month.

Application fee of Rs. 150/- (Rupees one hundred fifty) to be deposited with the District Legal Services Authority.

- Last date of submission of complete applications alongwith documents is 29th March 2023 by 5:00 PM.
- Applications received after the last date shall not be accepted. Incomplete applications will be summarily rejected.
- Candidates for the post to report by 11:00 AM on 30th March 2023.
- Date of interview and typing speed test shall be on 30th March, 2023.
- Only candidates who qualified for the typing speed shall be shortlisted for the interview.
- As the qualified candidates shall also be intimated over phone, the applicant shall also indicate clearly a reliable contact number on the application form.
- The selection shall be on merit basis.
-

- No TA/DA shall be paid to the candidate or the successful candidates for their journey in connection with their examination as the case may be.
- An application fee shall be deposited with the District Legal Services Authority.
- **Two passport size photographs to be attached alongwith the application form.**
- On appointment to the post, an agreement or contract to be signed between the District Legal Services Authority and the person so appointed.
- The Termination of service, Code of Ethics, and Entitlement to Leave as contained in the Modified Scheme Legal Aid Defense Counsel System, 2022 shall strictly be followed.

Address:

**District Legal Services Authority,
O/o District And Sessions Court,
West Garo Hills, Tura.**



DSJ-cum-Chairperson,
District Legal Services Authority,
West Garo Hills, Tura.

No. DLSA/WGH/8/2023/1-A

Dated Tura the 27th March, 2023.

- Copy to:-
1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for information.
 2. Notice Board.
 3. Website of the Office.
 4. Office file.



DSJ-cum-Chairperson,
District Legal Services Authority,
West Garo Hills, Tura.