



**DISTRICT LEGAL SERVICES AUTHORITY,  
WEST GARO HILLS, TURA.**

No. DLSA/WGH/13/2023/ 3

Dated Tura the 11<sup>th</sup> December, 2023.

**ADVERTISEMENT FOR FRONT OFFICE COORDINATOR:**

Applications in Standard Form are invited from the interested candidates for the post of Front Office Coordinator in the District Legal Services Authority, West Garo Hills, Tura.

- Name of Post** : Front Office Coordinator on contractual basis for a period of one year. However, it may be extended for another period after proving satisfactory and such extension shall be made after appropriate break of service.
- Number of Post** : 1 (one)
- Pay** : Rs 26,500/- per month (fixed pay).
- Age** : As per existing Government Rules and should not exceed the age limit as on the last date of receipt of applications.

**Qualifications** :

- (1) **Educational Qualification:** Bachelor Degree from any recognized University with Diploma in Computer Application from a registered institute having working knowledge in Computer Software like Ms Office, Internet, etc
- (2) Good Typing speed of 30 (thirty) words per minute,

**JOB PROFILE:**

- \* Documentation with regard to legal aid helpline, advise rendered to the legal aid seekers, duty rosters, updating legal aid cases;
- \* Handling correspondences;
- \* Managing consultations between a legal aid seekers 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.

**NOTE:**

- \* Applications to be accompanied by relevant certificates of educational qualifications and age proof alongwith 2 passport size photographs.
- \* Last date of submission of complete applications alongwith documents is 21<sup>st</sup> December, 2023 by 5.00 P. M failing which their candidature will not be entertained.
- \* Applications after the last date shall not be accepted. Incomplete applications will be summarily rejected.
- \* Only candidates who have qualified for the typing test shall be short listed for the interview.
- \* As qualified candidates shall also be intimated over phone/email address, the applicant shall also indicate clearly reliable contact number/whatsapp number/email address on the application form.
- \* The selection shall be on merit basis.
- \* No TA/DA will be given to the candidate or the successful candidate for their journey in connection with their examination as the case may be.
- \* An application shall be submitted to the District Legal Services Authority, West Garo Hills, Tura.
- \* The decision of the District Legal Services Authority, West Garo Hills, Tura shall be final.
- \* The undersigned reserves the right to cancel the recruitment process without assigning any reason thereof.
- \* Candidates are requested to check the official website [www.tura.dcourts.gov.in](http://www.tura.dcourts.gov.in) for latest update.

**Address:**

**District Legal Services Authority,  
Second Floor, Room No. 202,  
O/o District and Sessions Court,  
West Garo Hills, Tura.**

District & Sessions Judge-cum-Chairperson,  
District Legal Services Authority,  
West Garo Hills, Tura.

No. DLSA/WGH/13/2023/ 3-A

Dated Tura the 11<sup>th</sup> December, 2023.

Copy to:-

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for information. This has reference to your letter No. MSLSA.41/2023/414, 20<sup>th</sup> November, 2023.
2. The System Analyst, District and Sessions Court, Tura with request to upload the advertisement in the website immediately.
3. Notice Board.
4. Office file.

  
District & Sessions Judge-cum-Chairperson,  
District Legal Services Authority,  
West Garo Hills, Tura.