



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

No. DLSA/WGH/41/2018/151

Dated Tura the 20th February, 2024.

ADVERTISEMENT FOR DATA ENTRY OPERATOR:

Applications in Standard Form are invited from the interested candidates for the post of Data Entry Operator in the District Legal Services Authority, West Garo Hills, Tura.

- Name of Post** : Data Entry Operator 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 (i.e at least 15 days) in service.
- Number of Post** : 1 (one)
- Pay** : Rs 10,600/- per month (fixed pay).
- Age** : As per existing Government Rules and should not exceeding the age limit as on the last date of receipt of applications.
- Qualifications** : The Minimum qualification required for the post of Data Entry Operator is as follows:

- (1) Class 12 passed or equivalent in any discipline 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:

1. National Legal Services Authority has developed Legal Services Management System for the Supreme Court Legal Services Committee, 36 State Legal Services Authorities, 28 High Court Legal Services Committee, 620 District Legal Services Authorities and 2300 Taluka Legal Services Committees through National Informatics Centre which includes online legal aid applications/complaints/grievances being lodge by the general public on the web portal. The web applications and its features are as under:

(a) **Online Lodge Web Application:** Legal Aid Application, Legal Aid, Personal Details, Legal Aid Details, Case Details and Attach Document.

(b) **Legal Aid for Prisoners Web Application:** Application for free legal aid for prisoners.

(c) **Lawyer Management Web Application:** Lawyer and applications assigned.

(d) **Legal Services Data Mangement Web Application:**

- * Lok Adalat
- * Permanent Lok Adalat
- * Lok Adalat (u/s 19)-
- * Mobile/Field Lok Adalat
- * Jail Lok Adalat
- * Settlement through Mediation User can view the settlement through mediation details
- * Legal Services Beneficiaries
- * Awareness Camps/Programmes
- * Para Legal Volunteers
- * Legal Services Clinic
- * R/O Victim Compensation Scheme
- * Training Programmes
- * Fund Management – Funds received & fund utilization
- * Fund Utilization

(c) **Reports:** Generation of reports in respect of all the applications:

2. The Legal Services Management System is functional w.e.f 01-07-2017.
3. The Data Entry Operator engaged by the District Legal Services Authority shall be responsible to upload the information/data in respect of all the activities through the web portal.
4. The Data Entry Operator engaged by the District Legal Services Authority shall be responsible to upload every information in the web-portal through online basis.
5. The Data Entry Operator shall ensure that every entry is correct in all respect without any mistake.
6. The Data Entry Operator shall be responsible to upload all report of the activities, programmers, statistical information every month without fail.
7. The data is uploaded on a project basis and is thereafter updated punctually and accurately and in order to avoid delay and inefficiency in reporting the information/data about the activities being done by the District Legal Services Authority.
7. The said outsourced Data Entry Operator will be responsible for uploading the data/information on daily basis and also will analyses the activities being done through the said web applications.
8. Any other task, works as assigned by the Chairperson or Secretary of the District Legal Services Authority.

NOTE:

- * Applications in Standard Form to be accompanied by relevant certificates of educational qualifications and age proof alongwith 2 passport size photographs.
- * Last date of submission of complete application alongwith documents is 5th March 2024 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 for latest update.

Address:

**The Hon'ble District & Sessions Judge-cum-Chairperson,
District Legal Services Authority, Room No. 202, Second Floor,
O/o District and Sessions Court, West Garo Hills, Tura.**

Shri A. M. Ripnar,
District & Sessions Judge-cum-Chairperson,
District Legal Services Authority,
West Garo Hills, Tura.
Dated Tura the 20th February, 2024.

No. DSLSA/WGH/41/2018/151-A

Copy to:-

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for information. This has reference to your letter No. MSLSA.56/2018/181 dated 14-02-2024.
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: