



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

No. DLSA/WGH/13/2023/ 27

Dated Tura the 12th June, 2024.

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 **21st June, 2024 by 5.00 P. M** failing which their candidature will not be entertained. All qualified candidates to bring their original Certificates on **24-06-2024 starting from 11:00 A.M onwards for typing speed.**
- Applications after the last date shall not be accepted. Incomplete applications will be summarily rejected.
- **Only candidates who have qualified in the typing test shall be short listed for the interview on 25-06-2024 at 2:00 P.M onwards.**
- 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 for latest update.

Address:

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



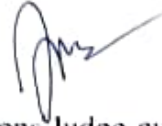
District & Sessions Judge-cum-Chairperson,
District Legal Services Authority,
West Garo Hills, Tura.

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Dated Tura the 12th June, 2024.

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, 20th 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.