

**OFFICE OF THE DISTRICT & SESSIONS JUDGE**  
**DISTRICT SELECTION AND PROMOTION COMMITTEE**  
**WEST GARO HILLS, TURA**

Email Id: [court.wgh-meg@gov.in](mailto:court.wgh-meg@gov.in)

Website: [tura.dcourts.gov.in](http://tura.dcourts.gov.in)

Dated Tura the 14<sup>th</sup> January, 2025.

**ADVERTISEMENT**

No. DSJ.23/eSewa Kendra/2020/27 , : Applications in Standard Form are invited from the local residents for appointment of 1(one) staff for eSewa Kendra in the office of the **Circuit Court, Phulbari**, West Garo Hills District.

**Name of Post** : Staff for eSewa Kendra 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 15,000/- 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:** Any Graduate with Computer Diploma.
- (2) Good Typing speed of 30 (thirty) words per minute.

**JOB PROFILE:**

- \* Handling inquiries about case status, next date of hearing and other detail.
- \* Facilitate application for certified copies.
- \* Facilitate e-Filing of petitions such as scanning of hard copies of petitions etc.
- \* To assist in online purchase of e-Stamp papers/ ePayments.
- \* Publicize and assist in downloading the Mobile App of e court for android and IOS.
- \* Facilitate in booking of e-Mulakat appointments for meeting relatives in jails.
- \* Guide people on how to avail free legal services from the District Legal Services authority, High Court Legal Service Committee.
- \* Facilitate Disposal of traffic challan in virtual Court as also online compounding of traffic challans and other petty offences, Payment of fine arises from virtual Court.

Explaining the method of attending a video conference Court hearing.



**NOTE:**

- \* Applications to be accompanied by relevant certificates of educational qualifications and age proof alongwith 2 (two) passport size photographs.
- \* Last date of submission of complete applications alongwith documents is **24<sup>th</sup> January, 2025** by **4:00 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 in the **typing test** which will be held on **28<sup>th</sup> January, 2025**, shall be short listed for the interview on **29<sup>th</sup> January, 2025**.
- \* 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 office of the District and Sessions Judge, West Garo Hills, Tura.
- \* The decision of the Selection Committee constituted for the purpose 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:**

**O/o District and Sessions Court,  
West Garo Hills, Tura.**

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District & Sessions Judge,  
West Garo Hills, Tura.

No. DSJ.23/eSewa Kendra/2020 27 -A

Dated Tura the 14<sup>th</sup> January, 2025.

Copy to:-

1. The Registrar General, High Court of Meghalaya , Shillong for information.
2. All judicial Officers of this Judgeship for information.
3. The System Assistant, District and Sessions Court, Tura with request to upload the advertisement in the website immediately.
4. Notice Board.
5. Office file.



  
For, District & Sessions Judge,  
West Garo Hills, Tura.