



**DISTRICT LEGAL SERVICE AUTHORITY
WEST GARO HILLS, MEGHALAYA**

No. DLSA/WGH/13/2023/92

Dated Tura, the 1st July, 2025.

ADVERTISEMENT

Interested candidates who are citizen of Meghalaya having requisite qualification are invited for the following posts in the establishment of the District Legal Services Authority, Tura. The post is purely contractual in nature initially for a period of one-year, extendable further on satisfactory performance subject to termination of service without any prior notice.

Sl. No	Name of the Post	No. of Vacant Post	Honorarium/Remuneration
1.	Front Office Coordinator under District Legal Services Authority, Tura	1	Rs. 26,500/-
2	Data Entry Operator under District Legal Services Authority, Tura	1	Rs. 18,000/-

Eligibility

Sl.No	Name of the Post	Qualifications	Job Profile
1.	Front Office Coordinator	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	* 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 office
2	Data Entry Operator under District Legal Services Authority, West Garo Hills, Tura	(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 20 (Twenty) words per minute,	* 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.

General Instructions:

- Interested applicants can apply in the Standard form along with self-attested documents, 2(two) recent passport size photographs.
- Application fees of Rs. 150/- (Rupees One hundred Fifty) only is to be paid by any of the following modes:
- Demand Draft drawn in favour of the District Legal Services Authority, Tura


- Electronic transfer by way of IMPS/NEFT/RTGS in the District Legal Services Authority, West Garo Hills, Tura **Account No. 38129584159 IFSC Code: SBIN0000198** (SBI Main Branch, Tura) Candidates shall enclose the receipt of payment along with application form.
- Last date of submission of complete application along with documents is **21-07-2025 by 5:00 P.M.**
- Interested Candidates are to register themselves in the Front Office, District Legal Services Authority, West Garo Hills, Tura to submit their application forms as per the following schedule:

Sl. No	Name of the Post	Date and time of Registration	Date and time of Interview
1	Front Office Coordinator under District Legal Services Authority, Tura	w.e.f 02-07-2025 to 21-07-2025 from 10:00 A.M to 5:00 P.M and	23-07-2025 from 2:00 P.M onwards
2	Data Entry Operator under District Legal Services Authority, Tura	w.e.f 02-07-2025 to 21-07-2025 from 10:00 A.M to 5:00 P.M and Typing Test will be held on 22-07-2025 from 11:00 A.M onwards	24-07-2025 from 2:00 P.M onwards

- No. application shall be entertained after the scheduled time of registrations has lapsed
- Persons already in employment should bring "No objection Certificate" from their current employer.
- Applicants should bring their original documents such as educational qualification certificates, age proof, schedule Tribe/Caste Certificate, address proof experience certificate etc for verification during the time of the interview.
- Applicants should furnish their email id/contact number for the purpose of communication.
- Incomplete application will be summarily rejected.
- No. TA/DA will be given to the candidates attending the Interview.
- Applicants are requested to visit the official website of the Office of the District and Sessions Judge, Tura for further details or any update regarding the following post (<http://tura.dcourts.gov.in/>).
- Only the candidates who qualified in the Typing Test shall be eligible for the interview for the post of Data Entry Operator in the District Legal Services Authority, Tura.
- The decision of the District Legal Services Authority, West Garo Hills Tura to the result of the interview shall be final.
- The undersigned reserves the right to cancel the interview at any stages of recruitment process without assigning any reason thereof.
- Candidates are requested to check the official website for latest update.

Address:

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


Shri A. M. Ripnar, MHJS,
District and Sessions Judge-Cum-Chairman,
District Legal Services Authority,
West Garo Hills, Tura.

No. DLSA/WGH/13/2023/92-A

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Copy To:

1. The Member Secretary Meghalaya State Legal Services Authority, Shillong for kind information.
2. The System Analyst, Office of District and Sessions Judge, Tura for information and to upload the same in the official website.
3. Notice Board.
4. Office Copy.


District and Sessions Judge Cum Chairman,
District Legal Services Authority,
West Garo Hills, Tura.
Chairman,
District Legal Services Authority,
West Garo Hills, Tura.