



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

No. DLSA/WGH/LADCS/4/2024/52

Dated Tura, the 1st July, 2025

ADVERTISEMENT

Interested candidates who are citizen of Meghalaya having requisite qualification are invited for the following posts under the Legal Aid Defence Counsel System Modified Scheme, 2022 in the establishment of the District Legal Services Authority, West Garo Hills, 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	Office Assistant/Clerk under Legal Aid Defence Counsel System	1	Rs. 18,150/-
2	Office Peon under Legal Aid Defence Counsel System	1	Rs. 15,750/-

Eligibility

Sl.No	Name of the Post	Qualifications	Job Profile
1.	Office Assistant/Clerk under Legal Aid Defence Counsel System	(i) Educational Qualification: Graduation , (ii) Basic word processing skills and the ability to operate computer and skill to feed Data, (iii) Good typing speed of 20 (Twenty) words per minute with proper setting of petition, (iv) Ability to take dictation and prepare files for presentation in the courts, (v) File maintenance and processing knowledge, (vi) Must be a citizen of India.	1. Keeping updated record of legal aided cases 2. Uploading the updated record/progress of the legal aided cases on NALSA portal and digital performs as per directions. 3. Maintaining complete files of legal aided cases and keeping files with proper index in systematic manner. 4. Typing applications petitions, appeals etc. 5. Doing ministerial work related to cases such as filing applications for copies of orders judgement etc 6. Any other task assigned by Chief Legal Aid Defence Counsel 7. Any work work/duty assigned by Legal Services Authority 8. All duties assigned to Receptionist cum data entry operator 9.To prepare report on Legal Aid Pending cases and cases disposed of 10. To maintain statistic on the number of pendency of cases in all courts to keep records of long pending cases, cases provided legal aid, pending legal aid cases etc 11. To place the statistic before the Secretary, DLSA and to send the same to the

2	Office Peon under Legal Aid Defence Counsel System	Matriculate passed or equivalent from any recognized institution	State Authority every month 1. General Work of MTS, Munshi or Peon 2. Cleaning the Office before the commencement of office hours 3. Ensuring that all places in the office are kept clean 4. Bringing and serving water, beverages to the visitors in the office 5. Carrying dak, miscellaneous work etc. 6. Any other work assigned by Legal Services Authority
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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, 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	Office Assistant/Clerk under Legal Aid Defence Counsel System	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	30-07-2025 from 2:00 P.M onwards
2	Office Peon under Legal Aid Defence Counsel System	w.e.f 02-07-2025 to 21-07-2025 from 10:00 A.M to 5:00 P.M	31-07-2025 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 Office Assistant/Clerk under Legal Aid Defence Counsel System.
- 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.
Dated Tura, the 1st July, 2025.

Memo No. DLSA/WGH/LADCS/2025/52-A

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.