



# DISTRICT LEGAL SERVICES AUTHORITY, EAST KHASI HILLS DISTRICT, SHILLONG.

Email Id – [dlsa.ekh-meg@gov.in](mailto:dlsa.ekh-meg@gov.in)

No.DLSA/EKH/LADC/2021/186

dated Shillong 29<sup>th</sup> March, 2023

## **ADVERTISEMENT**

Interested applicants who are citizens of India are invited for a “Walk-in-Interview” on the 31<sup>st</sup> March 2023 at 3PM in the Office of the District Legal Services Authority, East Khasi Hills District for the post of Office Assistant Clerk in the establishment of the District Legal Services Authority, East Khasi Hills District, Shillong. The post is purely contractual in nature subject to termination of service with one month’s notice of termination.

Name of Post	:	Office Assistant Clerk
Number of Post	:	1 (One)
Age	:	Age as per existing Government Rules
Tenure	:	Initially for 2 (two) years extendable on satisfactory performance.
Remuneration	:	Rs 15,000/- (Rupees Fifteen Thousand) only per month.
Educational qualification	:	Graduation, basic word processing skills and the ability to operate computer and skill to feed data, good typing speed with proper setting of petition, ability to take dictation and prepare files for presentation in courts, file maintenance and processing knowledge.

### **Job Profile**

- Keeping updated record of Legal Aid Cases.
- Uploading the updated record/progress of the Legal Aid Cases on NALSA portal and digital platforms as per directions.
- Maintaining complete files of Legal Aid Cases and keeping files with proper index in a systematic manner.
- Typing applications, petitions, appeals, etc.
- Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.
- Any other task assigned by the Chief Legal Aid Defense Counsel.
- Any work/duty assigned by Legal Services Authority.
- All duties assigned to Receptionist cum data entry operator.

### **General Instructions**

1. Interest candidates can apply in Standard Form alongwith self attested documents, 2(two) passport size photograph and application fees of Rs 150/- (Rupees One Hundred Fifty) only is to be paid by any of the following modes:
  - a. Demand Draft drawn in favour of the District Legal Services Authority, Shillong.
  - b. Electronic transfer by way of IMPS/NEFT in the following account No. **38289401025**. Candidates shall enclose the receipt of payment alongwith the application form.
2. Registration of candidates will be conducted on 31<sup>st</sup> March 2023 from 10AM to 01PM failing which their candidature will not be entertained.
3. Persons already in employment should bring “No objection certificate” from their current employer.



4. Candidates should bring their original documents such as degree certificate, birth certificate, Schedule Tribe/Caste Certificate, SSLC certificates and marksheet, HSSLC certificates and marksheets, Graduation certificates and marksheets, address proof, experience certificate, etc for verification during the time of the interview.
5. Candidates should compulsorily furnish their email id for purpose of communication
6. No TA/DA will be given to the candidates attending the interview.
7. The decision of the District Legal Services Authority, East Khasi Hills District as to the result of the walk in interview shall be final.
8. The undersigned reserve the right to cancel the walk in interview at any stage of recruitment process without assigning any reason thereof.

*sdr*

District and Sessions Judge cum Chairperson  
District Legal Services Authority  
East Khasi Hills District, Shillong

**Memo No. DLSA/EKH/LADC/2021/186A**

**dated Shillong 29<sup>th</sup> March, 2023**

**Copy to :**

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

*Shastri*

District and Sessions Judge cum Chairperson  
District Legal Services Authority  
East Khasi Hills District, Shillong.