



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

Email Id – dlsa.ekh-meg@gov.in

No.DLSA/EKH/FOC/2023/03

Dated Shillong 22nd November, 2023

ADVERTISEMENT

Interested applicants who are citizens of India are invited for a “Walk-in-Interview” on the 28th November, 2023 in the Office of the District Legal Services Authority, East Khasi Hills District for the post of Front Office Coordinator in the establishment of the District Legal Services Authority, East Khasi Hills District, Shillong. The post is purely contractual in nature.

Name of Post	:	Front Office Coordinator.
Number of Post	:	1 (One)
Age	:	Age as per existing Government Rules.
Tenure	:	1(One) year extendable on satisfactory performance.
Fixed Pay	:	Rs 26,500/- (Rupees Twenty Six Thousand Five Hundred) only per month.
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.
Time of Registration	:	10AM – 11AM.

Job Profile

- Documentation with regard to legal aid helpline, advice rendered to legal aid seekers, duty rosters, updating of 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

1. Interest candidates are requested to bring along their Standard Form application duly filled alongwith self attested documents, 2(two) passport size photograph at the time of the interview.
2. Persons already in employment should bring “No objection certificate” from their current employer.
3. Candidates should also bring their original documents such as degree certificate, birth certificate, Schedule Tribe/Caste Certificate, SSLC certificates and marksheets, HSSLC certificates and marksheets, Graduation certificates and marksheets, address proof, experience certificate, etc for verification during the time of the interview.
4. Candidates should clearly mention their email id alongwith the contact No. for purpose of communication.
5. No TA/DA will be given to the candidates attending the interview.
6. The decision of the District Legal Services Authority, East Khasi Hills District as to the result of the “walk in interview” shall be final.

The undersigned reserve the right to cancel the walk in interview at any stage of the recruitment process without assigning any reason thereof.

Secretary,
District Legal Services Authority
East Khasi Hills District, Shillong
dated Shillong 2nd November, 2023

Memo No. DLSA/EKH/FOC/2023/3A

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.



Secretary,
District Legal Services Authority
East Khasi Hills District, Shillong.