



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

Email Id – dlsa.ekh-meg@gov.in

No.DLSA/EKH/LADC/2021/

dated Shillong _____ August, 2024

ADVERTISEMENT


Interested applicants who are citizens of India are invited for a “Walk in Interview” in the Office of the District Legal Services Authority, East Khasi Hills District for the post of **Office Assistant Clerk, Receptionist cum Data Entry Operator** and **Office Peon** in the establishment of the District Legal Services Authority, Shillong under the Legal Aid Defense Counsel System Modified Scheme, 2022. 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.	2	Rs. 15,000/-
2.	Receptionist cum Data Entry Operator.	1	Rs. 15,000/-
3.	Office Peon.	3	Rs. 10,000/-

Eligibility

Sl. No.	Name of the Post	Qualifications	Job Profile
1.	Office Assistant Clerk.	<p>Bachelor Degree from any recognized University with Diploma in Computer Application from a registered institute having knowledge in Computer Software like Ms Office, Ms Excel, etc.</p> <p><u>Additional Criteria</u> 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.</p>	<ul style="list-style-type: none">• 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.• To prepare report on Legal Aid Pending cases and cases disposed off.• To maintain statistics on the number of cases in all courts, to keep records of long pending cases, cases provided legal aid, pending legal aid cases, etc.• To place the statistics before the Secretary, DLSA and to send the



			same to the State Authority every month.
2.	Receptionist cum Data Entry Operator.	<p>Bachelor Degree from any recognized University with Diploma in Computer Application from a registered institute having knowledge in Computer Software like Ms Office, Ms Excel, etc.</p> <p>Additional Criteria Excellent verbal and written communication skills, word and data processing abilities, the ability to work telecommunication systems (telephones, fax machines, switchboards etc), Proficiency with good typing speed.</p>	<ul style="list-style-type: none"> Greeting clients and visitors and answering visitor inquiries, Answering and routing incoming calls on a multi-line telephone system, Scheduling and routing legal aid seekers, Maintaining the waiting area, lobby or other office areas, Scanning, photocopying, faxing, Collecting and routing mail and hand-delivered packages, Answering face-to-face enquiries and providing information when required, Uploading, at the initial point, legal aided cases on NALSA portal & other platforms and updating the information from time to time, Any work/duty assigned by Legal Services Authority.
3.	Office Peon	<p>Matriculate passed or equivalent from any recognized institution.</p> 	<ul style="list-style-type: none"> General work of MTS, Munshi or Peon. Cleaning the office before the commencement of office hours. Ensuring that all places in the office are kept clean. Bringing and serving water, beverages to the visitors in the office. Carrying dak, misc work etc. Any other work assigned by Legal Services Authority.

General Instructions

- Interest applicants can apply in standard form alongwith self-attested documents, 2(two) recent passport size photograph.
- Application fees of Rs 150/- (Rupees Two Hundred Fifty) only is to be paid by any of the following modes:
 - Demand Draft drawn in favour of the District Legal Services Authority, Shillong.
 - Electronic transfer by way of IMPS/NEFT/RTGS in the following account No. **38289401025 (SBI Meghalaya Secretariat Branch, Shillong)**. Candidates shall enclose the receipt of payment alongwith the application form.
- Interested Candidates are to register themselves at the Front Office, District Legal Services Authority, Shillong and to submit their application forms as per the following schedule:

Sl. No.	Name of Post	Date and Time of registration	Date and Time for interview.
1.	Office Assistant Clerk	14-08-2024 from 10 – 12 noon.	14-08-2024 @ 3 PM
2.	Receptionist cum Data Entry Operator	19-08-2024 from 10 – 12 noon.	19-08-2024 @ 3 PM
3.	Office Peon	20-08-2024 from 10 – 12 noon.	20-08-2024 @ 3 PM

4. No applications shall be entertained after the scheduled time of registration.
5. Persons already in employment should bring "No objection certificate" from their current employer.
6. Applicants should bring their original documents such as degree certificate, educational qualification certificates, age proof, Schedule Tribe/Caste Certificate, address proof, experience certificate, etc for verification during the time of the interview.
7. Applicants should furnish their email id/contact No. for purpose of communication.
8. Incomplete application will be summarily rejected.
9. No TA/DA will be given to the candidates attending the interview.
10. Applicants are requested to visit the official website of the office of the District and Sessions Judge, Shillong for further details or any update regarding the following post (<https://shillong.dcourts.gov.in/notice-category/recruitments>).
11. The decision of the District Legal Services Authority, East Khasi Hills District, Shillong as to the result of the interview shall be final.
12. The undersigned reserve the right to cancel the interview at any stage of recruitment process without assigning any reason thereof.

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

dated Shillong 2nd August, 2024

Memo No. DLSA/EKH/LADC/2021/513A

Copy to:

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for kind information.
2. The System Officer, office of District and Sessions Judge, Shillong for information and to upload the same in the official website.
3. The Chief Legal Aid Defence Counsel, LADCS, East Khasi Hills District, Shillong for information and necessary action.
4. Notice Board.
5. Office Copy.


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

