

**THE OFFICE OF THE DISTRICT & SESSIONS JUDGE::
RI BHOI DISTRICT::NONGPOH.**

No.DSJ_RB/17/2020/21

Dated Nongpoh, the 02nd August, 2024

ADVERTISEMENT

Interested applicant who are citizen of India are invited for a "Walk-in-Interview" on the 08.08.2024 at 10:30 A.M in the office of the District & Sessions Judge, Ri Bhoi District, Nongpoh for the post of **Staff for eSewa Kendra** in the establishment of the eSeva Kendra, Ri Bhoi District, Nongpoh.

Name of post	:	Staff for eSewa Kendra
Number of post	:	1 (one)
Age	:	As per existing Government Rules
Tenure	:	Contractual basis for a period of 1 year as per procedure
Remuneration	:	Rs.15,000/-Per Month (Fixed Pay)
Educational Qualification	:	Bachelor Degree in any discipline with certification in Computer courses.

Job profile:

- Handling inquiries about case status, next date of hearing and other details.
- Facilitate Applications for certified copies.
- Facilitates e-Filing of petitions such as scanning of hard copies of petitions etc.
- To assist in online purchase of e-Stamp papers/ePayments.
- Publicize and assist in downloading the Mobile App of eCourts for Android and IOS.
- Handling queries about Judges on leave.
- Facilitate in the booking of e-Mulakat appointments for meeting relatives in jails.
- Guide people on how to avail free legal services from the District Legal Services Authority, High Court Legal Service Committee.
- Facilitate disposal of traffic challan in virtual Courts as also online compounding of traffic challans and other petty offences, Payment of fines arises from Virtual Court.
- Explaining the method of attending a video conference court hearing.

Note:

- Candidates are to fill their application in standard form for registration and bring their testimonials.
- Application not fulfilling the requisite criteria will be summarily rejected.
- No TA/DA will be given to the candidates attending the interview.
- The undersigned reserves the right to cancel the walk in interview at any stage of recruitment process without assigning any reason thereof.
- No candidates will be allowed after 10:30 AM.

**Sd/-
District & Sessions Judge,
Ri Bhoi District,
Nongpoh.**

Memo No.DSJ_RB/17/2020-A/21/748 Dated Nongpoh, the 02nd August, 2024
Copy to:

1. The Registrar General, High Court of Meghalaya, Shillong for favour of information.
2. The District Informatics Officer, NIC, Ri Bhoi District, Nongpoh for favour of information.
3. The System Assistant, District & Sessions Court, Ri Bhoi District, Nongpoh with a request to upload the Advertisement in the website immediately.
4. The Secretary, Nongpoh Bar Association, Ri Bhoi District, Nongpoh with a request to circulate the same amongst the members of the Bar Association.
5. The Secretary, Shillong Bar Association, East Khasi Hills District, Shillong with a request to circulate the same amongst the members of the Bar Association.
6. Notice Board.
7. Office File.


**District & Sessions Judge,
Ri Bhoi District, Nongpoh.**