

**THE DISTRICT LEGAL SERVICES AUTHORITY,  
RI BHOI DISTRICT :: NONGPOH**

No. DSJ-RB-DLSA.4/2023/27

Dated Nongpoh, the 2<sup>nd</sup> August, 2024

**ADVERTISEMENT**

Applications are invited from eligible and interested candidates who are citizens of India having requisite qualifications for a "Walk-in-Interview" on 7<sup>th</sup> August, 2024 at 10:00 AM in the office of the District Legal Services Authority, RiBhoi District on purely contractual basis as per posts mentioned below:-

Sl. No	Post Name	No of Post	Qualification	Remuneration	Application Fee
1.	<b>Office Assistants</b>	2 (Two)	1. Graduation, 2. Basic word processing skills and the ability to operate computer and skill to feed data, 3. Good typing speed with proper setting of petition. 4. Ability to take dictation and prepare files for presentation in the Courts. 5. File maintenance and processing knowledge	Rs. 15,000/-	Demand draft of Rs.150/- (Rupees One Hundred Fifty) only drawn in favour of the District Legal Services Authority, Ri-Bhoi District being application fees.
2.	<b>Receptionist-cum-Data Entry operator</b>	1 (One)	1. Graduation 2. Excellent verbal and written communication skills. 3. Word and data processing abilities. 4. The ability to work telecommunication systems (telephones,	Rs. 15,000/-	Demand draft of Rs.150/- (Rupees One Hundred Fifty) only drawn in favour of the District



			fax machines, switchboards, etc). 5. Proficiency with good typing speed		Legal Services Authority, Ri-Bhoi District being application fees.
3.	<b>Office Peon</b>	3 (Three)	Matriculate passed or equivalent from any recognized institution.	Rs. 10,000/-	Demand draft of Rs.150/- (Rupees One Hundred Fifty) only drawn in favour of the District Legal Services Authority, Ri-Bhoi District being application fees.

**Tenure:** Initially for 1 (one) year, extendable on satisfactory performance.



**I. Job Profile for the post of Office Assistant:**

1. Keeping updated record of legal aided cases.
2. Uploading the updated record/progress of the legal aided case on NALSA portal and digital platforms as per directions,
3. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,
4. Typing applications, petitions, appeals, etc.,
5. Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.,
6. Any other task assigned by the Chief Legal Aid Defense Counsel,
7. Any 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 statistics 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, District Legal Services Authority and to send the same to the State Authority every month.

**II. Job Profile for the post of Receptionist-cum-Data Entry Operator:**

1. Greeting clients and visitors and answering visitor inquiries,
2. Answering and routing incoming calls on a multi-line telephone system,
3. Scheduling and routing legal aid seekers,
4. Maintaining the waiting area, lobby or other office areas,
5. Scanning, photocopying, faxing,
6. Collecting and routing mail and hand-delivered packages,
7. Answering face-to-face enquiries and providing information when required,
8. Uploading, at the initial point, legal aid cases on NALSA portal & other platforms and updating information from time to time,
9. Any work/duty assigned by Legal Services Authority.

**III. Job Profile for the post of Office Peon:**

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, misc work, etc.,
6. Any other work assigned by Legal Services Authority.



## Note:

1. Interested members can apply with their detailed Resume/CV along with self attested documents and 2 (two) passport size photographs.
2. Registration of candidates will be conducted on 7<sup>th</sup> August, 2024 from 9:00 AM to 10:00 AM after which the candidature will not be entertained.
3. Persons already in employment should bring their "No Objection Certificates" from their current employer.
4. Candidates should bring their original documents.
5. No TA/DA will be given to the candidates attending in the interview.
6. The decision of the District Legal Services Authority, RiBhoi District, Nongpoh as to the result of the Walk-in-Interview shall be final.
7. The undersigned reserves the right to cancel the Walk-in-Interview at any stage of recruitment process without assigning any reasons thereof.


Sd/-

District and Sessions Judge-cum-  
Chairperson,  
District Legal Services Authority,  
Ri-Bhoi District, Nongpoh.

Memo.No. DSJ-RB-DLSA.4/2023/27-A/1193 Dated Nongpoh, the 2<sup>nd</sup> August, 2024

## Copy to:

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for information.
2. The President/Secretary, Nongpoh Bar Association for information and to cause wide publicity amongst members of the Bar.
3. The President/Secretary, Shillong Bar Association with a request to cause wide publicity to members of the Bar/interested candidates.
- ✓ 4. The System Assistant, District & Sessions Court, Ri-Bhoi District, Nongpoh with a request to upload the notification in the website immediately.
5. Notice Board.
6. Office file.

  
District and Sessions Judge-cum-  
Chairperson,  
District Legal Services Authority,  
Ri-Bhoi District, Nongpoh.