



DISTRICT LEGAL SERVICES AUTHORITY, SOUTH GARO HILLS, BAGHMARA.

No. SGH/DLSA/2/2020/77 Dated the 13th June 2024. **ADVERTISEMENT FOR FRONT OFFICE COORDINATOR:** Applications in Standard Form are invited from the interested candidates for the post of Front Office Coordinator in the District Legal Services Authority, South Garo Hills, Baghmara. Name of Post: Front Office Coordinator on contractual basis for a period of one year. However, it may be extended for another period after proving satisfactory and such extension shall be made after appropriate break of service. Number of Post: 1 (one) Pay: Rs 26,500/- per month (fixed pay). Age: As per existing Government Rules and should not exceed the age limit as on the last date of receipt of applications.

Qualifications :

(1) 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.

(2) Good Typing speed of 30 (thirty) words per minute, **JOB PROFILE:** * Documentation with regard to legal aid helpline, advise rendered to the legal aid seekers, duty rosters, updating 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.

NOTE: * Applications to be accompanied by relevant certificates of educational qualifications and age proof along with 2 passport size photographs. *Last date of submission of complete applications along with documents is **24th June, 2024 by 5.00 P. M** failing which their candidature will not be entertained. *Applications after the last date shall not be accepted. Incomplete applications will be summarily rejected. *Only candidates who have qualified for the typing test shall be short listed for the interview. *As qualified candidates shall also be intimated over phone/email address, the applicant shall also indicate clearly reliable contact number/whatsapp number/email address on the application form. * The selection shall be on merit basis. * No TA/DA will be given to the candidate or the successful candidate for their journey in connection with their examination as the case may be. *An application shall be submitted to the District Legal Services Authority, South Garo Hills, Baghmara. *The decision of the District Legal Services Authority, South Garo Hills, Baghmara shall be final. * The undersigned reserves the right to cancel the recruitment process without assigning any reason thereof. * Candidates are requested to check the official **Email ID: www.dlsabaghmara@gmail.com** for latest update. Address: District Legal Services Authority, South Garo Hills Baghmara. District & Sessions Judge-cum-Chairman, District Legal Services Authority, South Garo Hills, Baghmara. No. SGH/DLSA/2/2020/77 Dated Baghmara the, **13th June, 2024.**

Copy to:-

- 1) The Member Secretary, Meghalaya State Legal Services Authority, Shillong for information. This has reference to your letter **No. MSLSA.41/2023/414, 20th November, 2023.**
- 2) The System Assistant, District and Sessions Court, Baghmara with request to upload the advertisement in the District Website immediately.
- 3) Notice Board.
- 4) Office file. District & Sessions Judge-cum-Chairperson, District Legal Services Authority, South Garo Hills, Baghmara.


District & Sessions Judge-cum- Chairman,
District Legal Services Authority,
South Garo Hills, Baghmara.



**DISTRICT LEGAL SERVICES AUTHORITY
SOUTH GARO HILLS, BAGHMARA**

No. SGH/DLSA/2/2020/78,

Dated Baghmara, the 13th June, 2024.

ADVERTISEMENT FOR FRONT OFFICE COORDINATOR

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No. of post : 1 (One)

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Qualification :

- (1) Educational Qualification: Bachelor Degree from any recognised University with diploma and computer application from a registered institute having working knowledge in Computer Software like MS Office, Internet, etc.
- (2) Good typing speed of 30 (thirty) words per minute.

Job Profile :

- * Documentation with regard aid helpline, advice rendered to the legal aid seekers, duty roster, updating legal aid cases;
- * Handling correspondences;
- * Managing consultations between a legal aid seeker and assign panel advocate;
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- * Only candidates who have qualified for the typing test shall be shortlisted for the interview.
- * As qualified candidates shall also be intimated over phone/email address, the applicants shall also indicate clearly reliable contact number/WhatsApp number/email address on the application forms.
- * The selection shall be on merit basis.
- * No TA/DA will be given to the candidate or the successful candidate for their journey in connection with their examination as the case may be.
- * An application shall be submitted to the District Legal Services Authority, South Garo Hills, Baghmara.
- * The decision of the District Legal Services Authority, South Garo Hills, Baghmara shall be final.
- * The undersigned reserves the right to cancel the recruitment process without assigning any reason thereof.
- * Candidates are requested to check the official website: baghmara.dcourts.gov.in for latest update.

Address:

**District Legal Services Authority
1st Floor Office No.3.
O/o District and Sessions Court
South Garo Hills, Baghmara.**



District and Sessions Judge-cum-Chairman,
District Legal Services Authority,
South Garo Hills, Baghmara.

Memo No. SGH/DLSA/2/2020/78-A

Dated Baghmara, the 13th June, 2024.

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District and Sessions Judge-cum-Chairman,
District Legal Services Authority,
South Garo Hills, Baghmara.