



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

No. SgH/DLSA/2/2020/80,

Dated Baghmara, the 13th June, 2024.

ADVERTISEMENT

Application is Standard form are invited from the candidates who are citizens of India (as defined in the article 5-6 of the Constitution of India) for the following post, which is purely on contractual basis, as stated hereunder: -

1. Data Entry Operator : 1(one)

- (i) Fixed remuneration of Rs. 10,600/- P.M. all inclusive.
- (ii) Qualification: 10 + 2 or equivalent in any discipline form any recognized University with Diploma in Computer Application from a registered institute having knowledge in computer software like MS Office, Internet etc.

General information and instructions: -

1. Candidate applying for the above post should submit 2(two) recent passport size photographs duly attested, photocopies of marksheets, certificates, admit cards for verifying the date of birth and other testimony, if any.
2. Candidates/applicants are to enclosed one self addressed stamp envelope of 4 cm x 9 cm with the application form. Complete address is to be clearly mentioned on the envelope.
3. Incomplete applications, applications containing incorrect and applications received late will be summarily rejected.
4. There shall be a process of scrutiny and screening of all documents. The name of the candidate who will be eligible to appear for the interview will be displayed in the office notice board of the DLSA during office hours.
5. The DLSA reserves the right of short listing the applicants, if necessary.
6. At the time of the personal interview cum viva voce test, the candidates shall be required to produce all original certificates, failing which they shall be debarred from attending the same.
7. Canvassing in any form shall result in disqualification.
8. Treasury challan of Rs. 10 (Rs. 5 for ST/SC candidate) should be deposited under treasury "Under the head of 04 - 2014 - 105 Civil and Sessions Court - (05) District Legal Services Authority.
9. Depending on the no. of applications, an examination may be conducted for qualified candidates.
10. Candidates shall have to appear in a qualifying computer test and those who qualify in the said test will be called to attend the interview. The date, venue and time for the examination will be intimated in due course.
11. No. TA/DA will be paid to the applicants for attending the examination and interview.
12. The last date for submission of application form is **24-06-2024**. Application will be received in the Office of the District Legal Services Authority, Baghmara, Establishment from **10:00 A.M - 1:00 PM** only in the working days.
13. The DLSA reserves the right to cancel the recruitment process at any stage without assigning reasons.

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

Memo No. SgH/DLSA/2/2020/80-A

Dated Baghmara the 13th June, 2024.

Copy to: -

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for favour of kind information.

2. The Director of Printing of Stationery, Meghalaya Shillong for favour of Publication of Advertisement in the next issue of Gazette of Meghalaya if necessary.
3. The Treasury Office, South Garo Hills, Baghmara for favour of information.
4. The District Public Relation Officer, Baghmara with a requested to have the advertisement published in one issue of widely circulated Local News Paper.
5. Office Notice Board.
6. Office Copy.



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