



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

NO.SGH/DLSA/2/2020/87,

Dated Baghmara the 6<sup>th</sup> August, 2024.


**ADVERTISEMENT**

Applications are invited in standard form from bonafide citizens of India for a "WALK-IN INTERVIEW" for the following posts in the Establishment of the District Legal Services Authority, Baghmara under the Legal Aid Defense Counsel System. The post is purely contractual for a period of 1(one) year initially and likely to be extended based on satisfactory performance:

Sl.No	Name of Post	No. of Post	Remuneration per month	Educational Qualification.
1.	Office Assistant	3(three)	Rs. 12,000/-	(i) Graduation from recognized university (ii) Basic word processing skills and the ability to operate computer and skill to feed Data. (iii) Good typing speed with proper setting of petition (iv) Ability to take dictation and prepare files for presentation in the courts. (v) File maintenance and processing knowledge.
2.	Receptionist-cum-Data Entry Operator	1(one)	Rs. 12,000/-	i. Graduation from recognized university. ii. Excellent verbal and written communication skill, iii. Word and data processing abilities iv. The ability to work telecommunication system (telephones, fax machines, switchboards etc) v. Proficiency with good typing speed.
3.	Office Peon (Munshi/Attendant)	3(three)	Rs. 10,000/-	Matriculate Passed or equivalent from any recognized institution.

**General Instructions:**

2. The applicants should submit their application along with self attested Educational Certificates, ST/SC Certificate, Age Proof, Address Proof and Experience Certificates with 2(two) recent passport size photograph on or before **8<sup>th</sup> August, 2024** in the office of the District and Sessions Judge, South Garo Hills, Baghmara.
3. The application fee of Rs. 150/-(One Hundred Fifty) must be deposited to the Head of Account -04 – 2014 - 105 Civil and Sessions Court- (05) District Legal Services Authority, South Garo Hills, Baghmara, through Treasury Challan.
4. Applicants should bring their original documents as degree certificate, educational qualification certificates, age proof, scheduled Tribe/Castes Certificate, address proof, experience certificate etc for verification during the time of interview.
5. Incomplete application will be summarily rejected.
6. No TA/DA will be provided to the candidates for attending the interview.
7. The date of interview will be on **9<sup>th</sup> August, 2024**.

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