



DISTRICT LEGAL SERVICES AUTHORITY
SOUTH GARO HILLS DISTRICT
Email ID: dlsabaghmara@gmail.com

NO.SGH/DLSA/2/2020/123,

Dated: Baghmara, the 06th August, 2025.

ADVERTISEMENT

Applications in Standard form are invited from the candidates who are citizens of India (as defines in the Article 5-8 of the Constitution of India) for the following post, which is purely on contractual basis as stated hereunder:-

Sl No	Name of the Post	No. of Post	Qualification	Job Profile	Remuneration	Mode of Selection
1.	Data Entry Operator	01	I. 10+2 or Equivalent in any discipline from any recognized university with Diploma in Computer Application from a registered institute having working knowledge of Computer Software like M.S Office, Internet, M.S Word, Etc. II. Good Typing Speed of 30 w.p.m	I. Documentation with Legal Aid Helpline, advice rendered to the Legal Aid Seekers, Duty Roster, updating Legal Aid Cases. II. Handling Correspondences III. Managing consultations between a Legal Aid Seeker and Assign Panel Advocate. IV. Informing Legal Aid Seekers about the Status of their applications, Court Cases. V. Ensuring and maintaining seamless flow of information between Legal Aid Services Clinics and Front Offices.	Rs. 18000/- (Fixed)	Typing Test, Written Test and Interview

General Information and instructions:-

1. Candidate applying for the post should submit 2 (two) recent passport size photographs duly attested, photocopies of mark sheets, certificates, admit cards for verifying the date of birth and other testimony, if any.
2. Candidates/applicants are to enclose one-self addressed stamped envelope 4cm x 9cm with the application form. Complete address is to be clearly mentioned on the envelope.
3. Incomplete applications, applications containing incorrect information and applications received late will be summarily rejected.
4. There shall be a process of scrutiny and screening of all documents. The name of eligible candidates will be displayed in the office notice board of the DLSA and the official website of the District & Sessions Court, South Garo Hills 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 documents, 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 the Head of Account ""042014001050500VI" (04-ADMINISTRATION OF JUSTICE, 2014-ADMINISTRATION OF JUSTICE, 00--, 105-CIVIL AND SESSION COURTS, (05) District Legal Services Authority.

9. Candidates will have to appear in a qualifying computer test and those who qualify in the test will have to sit for an examination for shortlisted candidates. The shortlisted candidates will be called to attend the interview. The date, venue and time for examination will be intimated in due course.
10. No. TA/DA will be paid to the applicants for attending the examination and interview.
11. The last date for submission of application form is **20th of August, 2025**. Application will be received in the office of the District Legal Services Authority, Baghmara, establishment from **10:00 A.M – 5:00 P.M** only in the working days.
12. 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 District.

Memo No. SGH/DLSA/2/2020/123

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Copy to:-

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for favour of kind information and necessary action.
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. Office Notice Board.
5. Office Copy.



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