

DISTRICT LEGAL SERVICES AUTHORITY
SOUTH WEST KHASI HILLS DISTRICT:: MAWKYRWAT

No.DLSA.56/MWT/LADC/2023/ 55


Dated Mawkyrwat the 28th March 2023.

Advertisement

Interested applicants who are citizens of India are invited for a "Walk-in-Interview" on the 30th March 2023 at 10AM in the Office of the District and Sessions Judge, South West Khasi Hills District for the post of Office Assistant Clerk in the establishment of the District Legal Services Authority, South West Khasi Hills District, Mawkyrwat. The post is purely contractual in nature subject to termination of service with one month's notice of termination.

Name of Post	:	Office Assistant Clerk
Number of Post	:	1 (One)
Age	:	Age as per existing Government Rules
Tenure	:	Initially for 2 (two) years extendable on satisfactory performance.
Remuneration	:	Rs 12,500/- (Rupees Twelve Thousand Five Hundred) only per month.
Educational qualification	:	Graduation, basic word processing skills and the ability to operate computer and skill to feed data, good typing speed with proper setting of petition, ability to take dictation and prepare files for presentation in courts, file maintenance and processing knowledge.


1. Interest candidates can apply in Standard Form alongwith self attested documents, 2(two) passport size photograph, Self addressed envelope with stamp (Rs.5/-) and demand draft of Rs 150/- (Rupees One Hundred Fifty) only drawn in favour of the District Legal Services Authority, Mawkyrwat being application fees.
2. Registration of candidates will be conducted on 30th March 2023 from 10AM to 11AM failing which their candidature will not be entertained.
3. Persons already in employment should bring "No objection certificate" from their current employer.
4. Candidates should bring their original documents such as degree certificate, birth certificate, Schedule Tribe/Caste Certificate, SSLC certificates and marksheet, HSSLC certificates and marksheets, Graduation certificates and marksheets, address proof, experience certificate, etc for verification during the time of the interview.
5. Candidates should compulsorily furnish their email id for purpose of communication
6. No TA/DA will be given to the candidates attending the interview.
7. The decision of the District Legal Services Authority, South West Khasi Hills District as to the result of the walk in interview shall be final.
8. The undersigned reserve the right to cancel the walk in interview at any stage of recruitment process without assigning any reason thereof.


District and Sessions Judge cum Chairman
District Legal Services Authority
South West Khasi Hills District, Mawkyrwat
Dated Mawkyrwat the 28th March 2023.

Memo No.DLSA.56/MWT/LADC/2023/

Copy to :

1. Member Secretary, Meghalaya State Legal Services Authority, Shillong for kind information.
2. System Assistant, office of District and Sessions Judge, Mawkyrwat for information and to upload the same in the official website.
3. Office Notice Board.
4. Office Copy.


District and Sessions Judge cum Chairman
District Legal Services Authority
South West Khasi Hills District, Mawkyrwat