

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

No.DLSA.49/MWT/Esst/2020/70

Dated Mawkyrwat the 22nd November 2023.

Advertisement

Interested applicants who are citizens of India are invited for a "Walk-in-Interview" on December 14, 2023 at 10AM in the Office of the District and Sessions Judge, South West Khasi Hills District, Mawkyrwat for the post of Front Office Coordinator in the District Legal Services Authority, South West Khasi Hills District, Mawkyrwat. The post is purely contractual in nature.

Name of Post	:	Front Office Coordinator
Number of Post	:	1 (One)
Age	:	Age as per existing Government Rules
Tenure	:	Initially for 1 (One) year which may be extended on proving satisfactory performance.
Remuneration	:	₹.26,500/- (Rupees Twenty Six Thousand Five Hundred) only per month (fixed remuneration).
Educational Qualification	:	Bachelor Degree from any recognised University with Diploma in Computer Application from a registered institute having working knowledge in Computer Software like Ms Office, internet, etc.

1. Interest candidates can apply in Standard Form alongwith self attested documents, 2(two) passport size photograph, self addressed envelope with stamp (₹.5/-) and demand draft of ₹.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 December 14, 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 marksheets, 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 and phone number 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 Chairperson
District Legal Services Authority
South West Khasi Hills District, Mawkyrwat

Memo No.DLSA.49/MWT/Esst/2020/70A Dated Mawkyrwat the 22nd November 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 and office notice board.
3. Office Copy.


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