

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

No.SWK/LADCS.02/2026/2

Dated Mawkyrwat the 16<sup>th</sup> April, 2026.

## Advertisement

Interested applicants who are citizens of India having requisite qualification are invited for a "Walk-in-Interview" on Thursday, the 23<sup>rd</sup> April, 2026 at 10:00 AM in the Office of the District and Sessions Judge, South West Khasi Hills District for the post of Office Assistant in the establishment of the District Legal Services Authority, South West Khasi Hills District, Mawkyrwat under the Modified Scheme of Legal Aid Defense Counsel System, 2022. The post is purely contractual in nature initially for a period of one year, extendable further on satisfactory performance subject to termination of service without any prior notice.

Sl No.	Name of Posts	No of Vacant post	Honorarium
1.	Office Assistant	1 (one)	₹. 18,150/-

### A. Eligibility Criteria:

Sl No.	Name of Post	Qualification
1.	Office Assistant	<ul style="list-style-type: none"><li>❖ Graduation,</li><li>❖ Basic word processing skills and the ability to operate computer and skills to feed data,</li><li>❖ Good Typing speed with proper setting of petition,</li><li>❖ Ability to take dictation and prepare files for presentation in the Courts,</li><li>❖ File maintenance and processing knowledge.</li></ul>

### B. Job Profile:

Sl No.	Name of Post	Job Profile
1.	Office Assistant	<ul style="list-style-type: none"><li>❖ Keeping updated record of legal aided cases,</li><li>❖ Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,</li><li>❖ Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,</li><li>❖ Typing applications, petitions, appeals etc.,</li><li>❖ Doing ministerial work related to cases such as filing applications for copies of orders, judgement etc.,</li><li>❖ Any other task assigned by the Chief Legal Aid Defense Counsel,</li><li>❖ Any work/duty assigned by Legal Services Authority,</li><li>❖ All duties assigned to Receptionist cum data entry operator.</li></ul>



Instructions:

1. Interest candidates can apply in Standard Form along with self attested documents, 2(two) passport size photograph 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 applicants will be conducted on Thursday, the 23<sup>rd</sup> April, 2026 from 10:00 AM to 11:00 AM, failing which their candidature will not be entertained.
3. Applications after the specified time of registration shall not be accepted.
4. Persons already in employment should bring "No objection certificate" from their current employer.
5. Applicants should bring their original documents such as degree certificate, educational qualification certificates, age proof, Schedule Tribe/Caste Certificate, address proof, experience certificate, etc for verification during the time of the interview.
6. Applicants should compulsorily furnish their email id and mobile phone number for purpose of communication.
7. Incomplete applications shall be summarily rejected without assigning any reasons.
8. No TA/DA will be given to the candidates attending the interview.
9. Applicants are advised to keep track of any updates relating to the interview from the official website of the District Court, Mawkyrwat (<https://mawkyrwat.dcourts.gov.in/#notification>).
10. 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.
11. The undersigned reserves 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.

Dated Mawkyrwat the 16<sup>th</sup> April, 2026.

Memo No.SWK/LADCS.02/2026/2 -A

Copy to:

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



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