

**DISTRICT LEGAL SERVICES AUTHORITY,  
NORTH GARO HILLS DISTRICT, MENDIPATHAR**

No.DLSA/NGH/28/LADCS/2023/

Dated Mendipathar the 7<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 District Legal Services Authority, Mendipathar 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	Qualification	Fixed Remuneration
1	Chief Legal Aid Defense Counsel	1(one)	<ul style="list-style-type: none"><li>i. Practice in Criminal law for at least 10 years.</li><li>ii. Excellent oral and written communication skills</li><li>iii. Excellent understanding of criminal law.</li><li>iv. Thorough understanding of ethical duties of a defense counsel.</li><li>v. Ability to work effectively with others and capability to lead</li><li>vi. Must have handled at least 30 criminal trials in Sessions Courts, aforesaid condition of handling 30 criminal cases can be relaxed in appropriate circumstances.</li><li>vii. Knowledge of computer system is preferable.</li><li>viii. Quality to lead the team with capacity to manage the office.</li></ul>	Rs 60,000/- pm
2.	Deputy Chief Legal Aid Defense Counsel	3(three)	<ul style="list-style-type: none"><li>i. Practice in Criminal law for at least 7 years</li><li>ii. Excellent understanding of criminal law</li><li>iii. Excellent oral and written communication skills</li><li>iv. Skill in legal research</li><li>v. Thorough understanding of ethical duties of defense counsel</li><li>vi. Ability to work effectively and efficiently with others</li><li>vii. Must have handled at least 20 criminal trials in Sessions Courts, maybe relaxed in exceptional circumstances, by Hon`ble Executive Chairman, SLSA</li><li>viii. IT Knowledge with proficiency in work.</li></ul>	Rs 35,000/-

3.	Assistant Legal Aid Defense Counsel	6 (six)	<ul style="list-style-type: none"> <li>i. Practice of criminal law from 0-3 years</li> <li>ii. Good oral and written communication</li> <li>iii. Thorough understanding of ethical duties of defense counsel</li> <li>iv. Ability to work effectively and efficiently with others</li> <li>v. Excellent writing and research skills</li> <li>vi. IT Knowledge with high proficiency in work</li> <li>vii. Must be a citizen of India</li> </ul>	Rs 20,000/- pm
4.	Office Assistants	3 (three)	<ul style="list-style-type: none"> <li>i. Educational Qualification: Graduation</li> <li>ii. Basic word processing skills and the ability to operate computer and skill to feed Data</li> <li>iii. Good typing speed with proper setting of petition</li> <li>iv. Ability to take dictation and prepare files for presentation in the courts</li> <li>v. File maintenance and processing Knowledge</li> </ul>	Rs 12,500/- pm
5.	Receptionist-cum-Data Entry Operator	1 (one)	<ul style="list-style-type: none"> <li>i. Educational Qualification: Graduation</li> <li>ii. Excellent verbal and written communication skills</li> <li>iii. Work and data processing abilities</li> <li>iv. The ability to work telecommunication systems (telephones, Fax machines, switchboards etc)</li> <li>v. Proficiency with good typing speed</li> </ul>	Rs 12,000/- pm
6.	Office Peon	3 (three)	Matriculate passed or equivalent from any recognized institution	Rs 10,000/- pm

### **INSTRUCTIONS**

Candidates are required to submit their application in the prescribed Form/Standard Form available in the **Front Office of District Legal Services Authority** along with the following documents on the date of interview.


- a. Self attested copies of all certificates/marksheets and all other supporting documents in support of age, educational and other qualification, etc
- b. Two self attested passport size photograph
- c. All Advocates appearing for the interview should bring their Certificates of Enrolment issued by the Bar Council under the Advocates Act, 1961, Certificate of Practice etc. for verification during the time of interview

- d. Candidates must mention their phone no and email id in the application form
- e. Website <https://resubelpara.dcourts.gov.in/notice-category/recruitments/> to check the full details of the requisition .

- Demand draft of Rs 250/- ( Rupees two hundred and fifty) only drawn in favour of District Legal Services Authority, Resubelpara being the application fees for the Chief Legal Aid Defense Counsel, Deputy Chief Aid Defense Counsel and Assistant Legal Aid Defense Council
- Demand Draft of Rs 150/- ( Rupees one hundred and fifty) only drawn in favour of District Legal Services Authority, Resubelpara being the application fees for Office Assistant, Receptionist cum Data Entry Operator and Office Peon.
- Date of interview shall be on **21<sup>st</sup> & 22<sup>nd</sup> August 2024** w.e.f 11:00 A.M.
- Registration will start from 9:30 A.M on the date of interview.
- The selection shall be on merit basis.
- No. TA/DA shall be paid to the candidate or the successful candidates for their journey in connection with their examination as the case may be.
- On appointment to the post, an agreement or contract to be signed between the District Legal Services Authority and the person so appointed.
- The person so appointed shall no more engage himself/herself in any manner in any proceedings of the case except legal aid cases assigned to him/her by the District Legal Services Authority and the same will be clearly indicated in the contract.
- The Termination of services, Code of Ethics and Entitlement to Leave as contained in the Modified Scheme Legal Aid Defense Counsel System, 2022 shall strictly be followed.

Address:

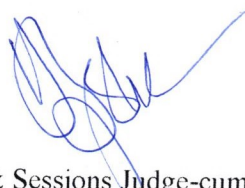
District Legal Services Authority,  
O/o District & Sessions Court,  
North Garo Hills District, Mendipathar

  
District & Sessions Judge-cum-Chairman,  
District Legal Services Authority,  
North Garo Hills District,  
Mendipathar

Memo No.DLSA/NGH/28/LADCS/2023/ **328**  
Copy to:

Dated Mendipathar the 7<sup>th</sup> August, 2024

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for information.
2. The President/Secretary, Resubelpara Bar Association, North Garo Hills for information.
- ✓ 3. System Assistant, District Court Mendipathar with a request to upload this advertisement in the official website.
4. Notice Board.
5. Office file

  
District & Sessions Judge-cum-Chairman,  
District Legal Services Authority,  
North Garo Hills District,  
Mendipathar