



**DISTRICT LEGAL SERVICES AUTHORITY
SOUTH WEST GARO HILLS, AMPATI**

Email:legalservicesauthorityampati@gmail.com

No. DSJ.SWGHA/DLSA.39/FOC/2018/3

Dated Ampati the 5th January, 2024

ADVERTISEMENT

WALK-IN INTERVIEW FOR THE POST OF FRONT OFFICE COORDINATOR

No. DSJ.SWGHA/DLSA.39/2018/256. Applications are invited from the citizens of Meghalaya for the post of Front Office Coordinator in the Office of The District Legal Services Authority, Ampati on a contractual basis for a period of 1 (one) year on a fixed remuneration of Rs. 26,500/- (Rupees Twenty-Six Thousand Five Hundred) only per month. However, the service of the Front Office Coordinator so engaged may be extended for another period after proving satisfactory and such extension should be made after appropriate break of service.

JOB PROFILE:


1. Documentation with regard to Legal Aid Helpline, advice rendered to legal aid seekers duty rosters, updating of Legal Aid Cases.
2. Handling Correspondences.
3. Managing consultations between Legal Aid seekers and assigned panel Advocate.
4. Informing Legal Aid seekers about the status of their applications, court cases.
5. Ensuring and maintaining seamless flow of information between Legal Service Clinic and front Office.

Qualification: Bachelor Degree from any recognized university with Diploma in Computer Application from a registered Institution and having working knowledge in Computer Software like MS Office, Internet, etc.

Number of Post: 1 (one).

- Application fee of Rs. 250/- (Rupees Two Hundred Fifty) only to be deposited with the District Legal Services Authority, Ampati.
- Last date of submission of complete applications along with documents is 25th January, 2024 by 5:00 PM.
- Applications received after the last date shall not be accepted. Incomplete applications will be summarily rejected.
- Two passport size photographs to be attached along with the application form.
- On appointment to the post, an agreement or contract is to be signed between the District Legal Services Authority and the person so appointed.
- Candidates who are eligible for the walk-in-interview will be duly notified in our official website <https://ampati.dcourts.gov.in/> and the same will also be put up in the Office Notice Board by 31st January, 2024.

Address:
District Legal Services Authority,
O/o The District & Sessions Court,
South West Garo Hills, Ampati.


Chief Judicial Magistrate – cum – Secretary,
District Legal Services Authority,
South West Garo Hills, Ampati.
Secretary
District Legal Services Authority
South West Garo Hills, Ampati.