



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

Email: legalservicesauthorityampati@gmail.com

No. DSJ.SWGH/DLSA/LADCS/40/2023/39

Dated Ampati, the 7th August, 2024


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Applications are invited in standard form from bonafide citizen of India for a "WALK IN INTERVIEW" for the following posts in the establishment of the District Legal Services Authority, Ampati 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	Remuneration per month	Educational Qualification
1.	Office Assistant	2 (Two)	Rs.12,500/-	1. Graduation from recognized university. 2. Basic word processing skills and the ability to operate computer and skills to feed Data. 3. Good typing speed with minimum 30 wpm with proper setting of petition. 4. Ability to take dictation and prepare files for presentation in the courts. 5. File maintenance and processing knowledge.
2.	Receptionist-cum- Data Entry Operator	1 (One)	Rs.12,000/-	1. Graduation from recognized university. 2. Excellent verbal and written communication skills. 3. Word and data processing abilities. 4. The ability to work telecommunication system (telephones, fax, machines, switchboard, etc). 5. Proficiency with good typing speed with minimum 30 wpm.
3.	Office Peon (Munshi/ Attendant)	3 (Three)	Rs.10,000/-	Matriculation Passed or equivalent from the recognized institution.

General Instruction:

1. The applicants should submit their applications along with self-attested Educational Certificates ST/SC Certificate, Age Proof, Address Proof and Experience Certificates with 2 (Two) recent passport size photograph on or before **12th August, 2024** in the office of the District and Sessions Judge, South West Garo Hills, Ampati.
2. The application fee of Rs. 150/- (One Hundred Fifty) must be paid by any of the following modes.
 - i. Demand Draft drawn in favour of the District Legal Services Authority, Ampati.
 - ii. Electronic transfer by the way of IMPS/NEFT/RTGS in the District Legal Services Authority, Ampati. **A/C No.34639720908, IFCS Code: SBIN0009341** (SBI main Branch, Ampati). Candidates shall enclose the receipt of payment along with application form.
3. Applicants should bring their original documents as Degree certificate, educational qualification certificate, age proof schedule Tribe/Casts Certificate, address proof, experience certificate etc for verification during the time of interview.
4. Incomplete applications will be summarily rejected
5. No TA/DA will be provided to the candidates for attending the interview.
6. Date of typing test shall be on **14th August, 2024 at 11:00 A.M.** and the date of interview will be on **16th August, 2024 at 11 A.M.**



District and Sessions Judge - cum - Chairman,
District Legal Services Authority,
South West Garo Hills, Ampati

**District Legal Service Authority
South West Garo Hills, Ampati
Dated Ampati, the 7th August, 2024**

Memo No. DSJ.SWGH/DLSA/LADCS/40/2023/39-A

Copy to:

1. The Member Secretary Meghalaya State Legal Services Authority, Shillong for kind Information.
2. The System Assistant for information and to upload the same in the official website.
3. NIC, South West Garo Hills, Ampati for information and to upload the same in the website.
4. Notice Board.
5. Office Copy.


District and Sessions Judge - cum - Chairman,
District Legal Services Authority,
South West Garo Hills, Ampati

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South West Garo Hills, Ampati**