



सत्यमेव जयते



**DISTRICT AND SESSIONS COURT
SOUTH WEST GARO HILLS, AMPATI**

Email:ampatidscourt@gmail.com

No. DSJ/SWGHA/JDL-85/ADV/2018/181

Dated Ampati the 8th August, 2024

ADVERTISEMENT

Interested applicants who are the citizens of India are invited for a "Walk in Interview" to be held on 28th August, 2024 from 10:00 A.M onwards in the District & Sessions Court, Ampati South west Garo Hills District for the post of Office Assistant at e-Sewa Kendra in the District Court Ampati.

Name of the Post : Office Assistant at e-Sewa Kendra.
Number of Post : 1 (One)
Pay : Rs. 15000/- per month (Fixed Pay) on contractual basis for a period of one year.
Age : As per existing Government Rules.
Qualification : Bachelor Degree in Computer Application (BCA).

Job profile:

1. Handling inquiries about case status, next date of hearing and other details.
2. Facilitate Application for certificate copies.
3. Facilitate e-filing of petitions such as scanning of hard copies of petitions etc.
4. To assist in online purchase of e-Stamp papers/e payments.
5. Publicize and assist in downloading the mobile App of e-Court for Android and IOS.
6. Facilitate in booking of e-Mulakat appointments for meeting relatives in jails.
7. Guide people on how to avail free legal services from the District Legal Services Authority, High Court Legal Services Committee.
8. Facilitate disposal of traffic challan in virtual Courts also online compounding of traffic challans and other petty offences, payment of fines arises from the Virtual Court.
9. Explaining the method of attending a video conference court hearing.

District & Sessions Judge
South West Garo Hills, Ampati

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NOTE:

- Registration of candidates will be conducted on 28th August, 2024 from 9:00 A.M to 10:00 AM failing which their candidature will not be entertained.
- Candidates should bring their original documents.
- No TA/DA will be given to the candidates for attending interview.
- The decision of this Office of the District & Sessions Court shall be final.
- The undersigned reserves the right to cancel the recruitment process without assigning any reason thereof.

Memo. No. DSJ/SWGHA/JDL-85/ADV/2018/181-A

Dated Ampati the 8th August, 2024

Copy to: -

1. The Register General, High Court of Meghalaya, Shillong for favour of kind information.
2. The System Assistant, District & Sessions Court, Ampati to upload the advertisement in the website immediately.
3. NIC, South West Garo Hills, Ampati to upload in the website.
4. Notice Board.
5. Office file.

District & Sessions Judge
South West Garo Hills, Ampati
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