



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

Email: legalservicesauthorityampati@gmail.com

No. DLSA/SWGHA/DEO/2022/05

Dated Ampati the 21st March, 2025

ADVERTISEMENT

District Legal Services Authority, South West Garo Hills, Ampati invites application in standard form to fill up for the post of **Data Entry Operator** in the Office of the District Legal Services Authority, South West Garo Hills, Ampati. The post is purely on contractual basis.

Post Name: Data Entry Operator

No. of Post: 1 (One)

Essential Qualification: 10+2 or equivalent in any discipline from any recognized university with Diploma in Computer Application from a registered Institute having working knowledge in Computer Software like MS Office, Internet, etc. with minimum typing speed of 30 WPM.

Remuneration: Rs. 18,000/- (Rupees Eighteen Thousand) only per month.

How to apply


Interested and eligible candidates are requested to submit their application in a standard form along with attested copies of educational certificates including proof of age, SC/ST Certificates, 2 (two) recent passport size photograph along with the self-address stamped envelope with the complete address with Pin code and phone number on the envelope.

The last date of receipt of application will be on the **1st April, 2025**.

Candidates shall have to appear in a qualifying computer (practical) test and those who qualify in the said test will be called to attend a viva-voce test. The date, venue and time for the examination will be uploaded in the official website.

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.

Memo No. DLSA/SWGHA/DEO/2022/05-A

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Copy to:

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for information.
2. The Chairperson, District Legal Services Authority, Ampati for information.
3. District Information Officer (DIO), NIC Ampati, for favour of information and necessary action.
4. The System Assistant, for uploading in the official website.
5. Office Notice Board.


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

Secretary
District Legal Services Authority
South West Garo Hills, Ampati.