



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

Email: legalservicesauthorityampati@gmail.com

NO.DSJ.SWGH/DLSA/LADCS/40/2023/191

Dated Ampati, the 12th August, 2025

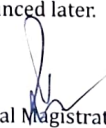
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Applications are invited from eligible Indian citizens in standard form for the following contractual posts under the Legal Aid Defense Counsel System in the office of the District Legal Services Authority (DLSA), Ampati. The post is purely contractual 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.18,150/-	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 a minimum of 30 words per minute (WPM). 4. Ability to take dictation and prepare files for presentation in the courts. 5. File maintenance and processing knowledge.
2.	Office Peon (Munshi/ Attendant)	1 (One)	Rs.15,750/-	Matriculation Passed or equivalent from the recognized institution.

General Instruction:

- 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 **21st August, 2025** in the office of the District Legal Services Authority, South West Garo Hills, Ampati.
- The application fee of Rs. 150/- (One Hundred Fifty) must be paid by any of the following modes.
 - Demand Draft drawn in favour of the District Legal Services Authority, Ampati.
 - 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.
- Applicants should bring their original documents, Degree certificate, educational qualification certificate, age proof schedule Tribe/Castes Certificate, address proof, experience certificate etc for verification during the time of interview.
- Incomplete applications will be summarily rejected.
- No TA/DA will be provided to the candidates for attending the interview.
- Applications must be submitted on or before **21st August 2025, by 05:00 PM** at the office of the Front Office, District Legal Services Authority, South West Garo Hills, Ampati.
- The date for the typing test for the post of Office Assistant will be announced later.


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

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Copy to:

- The Member Secretary Meghalaya State Legal Services Authority, Shillong for kind Information.
- The Chairperson, District Legal Services Authority, South West Garo Hills, Ampati.
- The System Assistant for information and to upload the same in the official website.
- NIC, South West Garo Hills, Ampati for information and to upload the same in the social media.
- Notice Board.
- Office Copy.


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