



**DISTRICT LEGAL SERVICES AUTHORITY,  
EAST GARO HILLS DISTRICT, WILLIAMNAGAR**

NO.EGH/DLSA/STAFF/2018/115.

Dated Williamnagar the 19<sup>th</sup> July, 2024

**ADVERTISEMENT FOR DATA ENTRY OPERATOR:**

Applications in Standard Form are invited from the interested candidates for the post of Data Entry Operator in the Office of the District Legal Services Authority, East Garo Hills District, Williamnagar.

- Name of Post : Data Entry Operator on contractual basis for a period of one year. However, it may be extended for another period after proving satisfactory and such extension shall be made after appropriate break (i.e at least 15 days) in service.
- Number of Post : 1 (one)
- Pay : Rs 10,600/- per month (fixed pay)
- Age : As per existing Government Rules and should not exceed the age limit as on the last date of receipt of application.
- Qualifications : The Minimum qualification required for the post of Data Entry Operator is as follows:-
1. Class 12 pass 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.
  2. Good typing speed of 30(thirty) words per minute.

**JOB PROFILE:**

1. National Legal Services Authority has developed Legal Services Management System for the Supreme Court Legal Services Committee, 36 State Legal Services Authorities, 28 High Court Legal Services Committee, 620 District Legal Services Authorities and 2300 Taluka Legal Services Committees through National Informatics Centre which includes online legal aid applications/complaints/grievances being lodged by the general public on the web portal. The web applications and its features are as under.

a) Online Lodge Web Application: Legal Aid Applications, Legal Aid, Personal Details, Legal Aid Details, Case Details and Attach Documents

b) Legal Aid for Prisoners Web Application: Application for free legal aid for prisoners.

c) Lawyer Management Web Application: Lawyer and applications assigned.

d) Legal Services Data Management Web Application:

\* Lok Adalat

\* Permanent Lok Adalat

\* Lok Adalat (u/s 19)-

\* Mobile/Field Lok Adalat-



- \* Jail Lok Adalat
- \* Settlement through Mediation User can view the Settlement through Mediation details
- \* Legal Services Beneficiaries
- \* Awareness Camps/Programmes
- \* Para Legal Volunteers
- \* Legal Service Clinic
- \* R/O Victim Compensation Scheme
- \* Training Programmes
- \* Fund Management-Funds Received & Fund Utilization
- \* Fund Utilization


e) Reports: Generation of reports in respect of all the applications

2. The Legal Services Management System is functional w.e.f 01.07.2017
3. The Data Entry Operator engaged by the District Legal Services Authority shall be responsible to upload the information/data in respect of all the activities through the web portal.
4. The Data Entry Operator engaged by the District Legal Services Authority shall be responsible to upload every information in the web-portal through online basis.
5. The Data Entry Operator shall ensure that every entry is correct in all respect.
6. The Data Entry Operator shall be responsible to upload all report of the activities, programs statistical information every month.
7. The data is uploaded on a project basis and is thereafter updated punctually and accurately.
8. The Data Entry Operator will be responsible for uploading the data/information on a daily basis and also will analyse the activities being done through the said web application.
9. Any other task, work as assigned by the Chairperson or Secretary of the District Legal Services Authority.

#### General Information and instructions:-

1. Applications in Standard Form to be accompanied by relevant certificates of educational qualifications and age proof alongwith 2 passport size photographs.
2. Last date of submission of complete application alongwith documents is **02<sup>th</sup> August, 2024** by 5:00 pm failing which their candidature will not be entertained.
3. Applications after the last date will not be accepted. Incomplete applications will be summarily rejected.
4. Only candidates who have qualified for the computer typing test shall be short listed for the interview.
5. As qualified candidates shall also be intimated over phone/email address, the applicant shall also indicate clearly reliable contact number/whatsapp number/email address on the application form.
6. The selection shall be on merit basis.
7. No TA/DA will be paid to the applicants for attending the typing test and interview.

8. The application shall be submitted to the Office of the District Legal Services Authority, East Garo Hill District, Williamnagar
9. The decision of the District Legal Services Authority, East Garo Hills District, Williamnagar shall be final.
10. The undersigned reserves the right to cancel the recruitment process without assigning any reason thereof.
11. Candidates are requested to check the official website of Williamnagar District Court for latest update.

  
Secretary


District Legal Services Authority  
East Garo Hills District,  
Williamnagar.

Memo.No. EGH/DLSA/STAFF/2018/

Dated Williamnagar the 19<sup>th</sup> July, 2024.

Copy to :

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for favour of kind information.
2. The System Assistant to upload the advertisement in the Official Website.
3. Office Notice Board.
4. Office Copy.

  
Secretary

District Legal Services Authority  
East Garo Hills District,  
Williamnagar.