



# District Legal Services Authority

East Garo Hills District, Williamnagar.

EGH/DLSA/12/2024/7

Dated the Williamnagar 1<sup>st</sup> August, 2024

## ADVERTISEMENT

The District Legal Services Authority, East Garo Hills District, Williamnagar will hold a **Walk-in-Interview** for appointment on contractual engagement (initially for 1 year) in the following post in the Office of the Legal Aid Defense Counsel System under District Legal Services Authority, East Garo Hills District, Williamnagar.

Sl No	Name of the Post	No of post	Selection criteria and date of interview	Honorarium	Qualification and Work Profile
1.	Deputy Chief Legal Aid Defence Counsel	3	<b>Walk-in-Interview</b> <b>Date:-</b> <b>06.08.2024</b>  <b>Time:-</b> <b>10:30 am</b>  <b>Venue:-</b> <b>Conference Hall,</b> <b>District &amp; Sessions Court premises,</b> <b>East Garo Hills District,</b> <b>Williamnagar</b>	Rs 35,000/-	<b><u>Qualification</u></b>  i. Practice in criminal Law atleast 7 years  ii. Excellent understanding of Criminal Law.  iii. Excellent oral and written communication skills.  iv. Skill in Legal research.  v. Thorough understanding of ethical duties of defence counsel.  vi. Ability to work effectively and efficiently with others  vii. Must have handled atleast 20 criminal trials in Sessions courts, maybe relaxed in exceptional circumstances, by hon'ble Executive Chairman, SLSA  viii. IT knowledge with proficiency in work.  ix. Must be citizen of India.  <b><u>Work Profile</u></b>  i. Conducting trials/ Appeals/ Remand work/ Bail applications / visits to prisons etc., as assigned by Chief Legal Aid Defence counsel.  ii. Filing and arguing appeals and Bail applications in courts

					<p>iii. Maintaining complete case files.</p> <p>iv. Doing legal research in legal aided cases and guiding assistant Legal Aid Defence Counsel and law students attached with the office in legal research.</p> <p>v. Proper client interviews at various stages for quality research work and representation at remand, trial and appellate stages.</p> <p>vi. All or any of the work of the Chief Legal Aid Defence counsel as per assignment.</p> <p>Vii. Any other work/ duty assigned by Legal Services Authority.</p>
2.	Assistant Legal Aid Defence Counsel	6	<p><b>Walk-in-Interview</b></p> <p><b>Date:-</b> 06.08.2024</p> <p><b>Time:-</b> 10:30 am</p> <p><b>Venue:-</b> Conference Hall, District &amp; Sessions Court premises, East Garo Hills District, Williamnagar</p>	Rs 20,000/-	<p><b><u>Qualification</u></b></p> <p>i. Practice in criminal Law atleast from 0 to 3 years</p> <p>ii. Good oral and written communication skills</p> <p>iii. Thorough understanding of ethical duties of defence counsel</p> <p>iv. Ability to work effectively and efficiently with others</p> <p>v. Excellent writing and research skills.</p> <p>vii. IT knowledge with proficiency in work.</p> <p>viii Must be citizen of India.</p> <p><b><u>Work Profile</u></b></p> <p>i. Filing of cases, conducting trials in Magistrate trial cases.</p> <p>ii. Remand/ Bail and other miscellaneous work.</p> <p>lii. Legal research in legal aided cases.</p> <p>v. Visit to prison and legal aid clinics as per direction.</p> <p>v. Providing assistance at pre arrest stage to suspects.</p> <p>vi. Assisting the Chief Legal Aid Defence counsel and Deputy Legal Aid Defence counsel in conduct of Legal Aid cases.</p> <p>vii. Assisting in developing a defence strategy after sifting through all of the</p>

					<p>evidence collected by the prosecution and after hearing the accused's version of what happened during the alleged crime in question.</p> <p>viii. Visiting location/area of alleged crime, having discussions with family members etc. for effective and meaningful input of defense strategy.</p> <p>ix. Handling queries of legal aid seekers.</p> <p>x. Updating legal aid seekers about the progress of their cases.</p> <p>xi. Assisting in maintaining complete files of legal aided cases.</p> <p>xii. Handling legal queries relating to criminal matters on telephone.</p> <p>xiii. Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel.</p> <p>xiv. Any work/ duty assigned by Legal Services Authority,</p>
3.	Office Assistants	2	<p><b>Walk-in-Interview followed by computer skill test.</b></p> <p><b>Date:- 08.08.2024</b></p> <p><b>Time:- 10:30 am</b></p> <p><b>Venue:- Conference Hall, District &amp; Sessions Court premises, East Garo Hills District, Williamnagar</b></p>	Rs 12,500/-	<p><b><u>Qualification</u></b></p> <p>i. Educational Qualification:- Graduation</p> <p>ii. Basic word processing skills and the ability to operate computer and skill to feed data,</p> <p>iii. Good typing speed with proper setting of petition</p> <p>iv. Ability to take dictation and prepare files for presentation in the courts</p> <p>v. File maintenance and processing knowledge.</p> <p>vi. Must be a citizen of India.</p> <p><b><u>Work Profile</u></b></p> <p>i. Keeping updated record of legal aided cases,</p> <p>ii. Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions.</p> <p>iii. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,</p> <p>iv. Typing applications, petitions,</p>



					<p>appeals etc.</p> <p>v. Doing ministerial work related to cases such as filing applications for copies of orders, judgements etc.</p> <p>vi. Any other tasks assigned by the Chief Legal Aid Defense Counsel,</p> <p>vii. Any work/duty assigned by Legal Services Authority,</p> <p>viii. All duties assigned to receptionist cum data entry operator.</p>
4.	Receptionist-cum Data Entry Operator	1	<p><b>Walk-in-Interview followed by computer skill test.</b></p> <p><b>Date:- 08.08.2024</b></p> <p><b>Time:- 10:30 am</b></p> <p><b>Venue:- Conference Hall, District &amp; Sessions Court premises, East Garo Hills District, Williamnagar</b></p>	Rs 12,000/-	<p><b><u>Qualification</u></b></p> <p>i. Educational Qualification:- Graduation</p> <p>ii. Excellent verbal and written communication skills.</p> <p>iii. Word and data processing abilities.</p> <p>iv. Ability to work tele communication systems.</p> <p>v. Proficiency with good typing speed.</p> <p>Vi Must be a citizen of India.</p> <p><b><u>Work Profile</u></b></p> <p>i. Greeting clients and visitors and answering visitor inquiries,</p> <p>ii. Answering and routing incoming calls on a multi-line telephone system,</p> <p>iii. Scheduling and routing legal aid seekers,</p> <p>iv. Maintaining the waiting area, lobby or other office areas,</p> <p>v. Scanning, photocopying faxing.</p> <p>vi. Collecting and routing mail and hand-delivered packages,</p> <p>vii. Answering face-to-face enquiries and providing information when required,</p> <p>viii. Uploading, at the initial point, legal aided cases on NALSA portal &amp; other platforms and updating the information from time to time,</p> <p>ix. Any work/duty assigned by Legal Services Authority,</p>
5.	Office Peon	3		Rs 10,000/-	<b><u>Qualification</u></b>


			<p><b>Walk-in-Interview</b></p> <p><b>Date:- 08.08.2024</b></p> <p><b>Time:- 10:30 am</b></p> <p><b>Venue:- Conference Hall, District &amp; Sessions Court premises, East Garo Hills District, Williamnagar</b></p>	<p>Matriculate passed or equivalent from any recognized institution.</p> <p><b><u>Work Profile.</u></b></p> <p>i. General work of MTS, Munshi or peon</p> <p>ii. Cleaning the office before the commencement of office hours</p> <p>iii. Ensuring that all places in the office are kept clean</p> <p>iv. Bringing and serving water, beverages to the visitors in the office</p> <p>v. Carrying dak, misc work etc.</p> <p>vi. Any other work assigned by Legal Services Authority.</p>
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### **INSTRUCTIONS**

Candidates are required to submit their application in the prescribed Form/Standard Form available in the Front Office along with the following documents on the date of interview.

- a. Self attested copies of all certificates/ marksheets and all other supporting documents in support of age, educational and other qualification, etc.
- b. Two self attested passport size photograph.
- c. All Advocates appearing for the interview should bring their Certificates of Enrolment issued by the Bar Council under the Advocates Act, 1961, Certificate of Practise etc. for verification during the time of interview.
- d. Candidates must mention their phone no. and email id in the application form.
  - Demand draft of Rs 250/- (Rupees two hundred and fifty ) only drawn in favour of District Legal Services Authority, Williamnagar being the application fees for Deputy Chief Legal Aid Defence Counsel and Assistant Legal Aid Defence Counsel.
  - Demand Draft of Rs 150/- (Rupees one hundred and fifty) only drawn in favour of District Legal Services Authority, Williamnagar being the application fees for Office Assistants, Receptionist cum Data Entry Operator and Office Peon.
  - Registration of applicants will be conducted on the said dates of walk in interview from 9:30 AM to 10:30 AM failing which their candidature will not be entertained.
  - Applications after the specified time of registration will not be accepted.

- Original certificates and all other supporting documents will be verified/ scrutinized at the time of interview.
- The application should be addressed to the Secretary, District Legal Services Authority, East Garo Hills District, Williamnagar.
- Incomplete applications will be summarily rejected without assigning any reason thereof.
- No TA/DA will be admissible to the candidates for appearing in any test.
- Canvassing directly or indirectly shall be liable for disqualification of the candidate.
- The decision of the Selection Committee shall be final in respect of any dispute: if any arising out of the recruitment process.
- The District Legal Services Authority, reserves the right to cancel the walk in interview at any stage of recruitment process without assigning any reason thereof.
- Applicants are advised to keep track of any updates relating to the interview from the official website of the District Court, Williamnagar.



District & Sessions Judge cum Chairperson,  
District Legal Services Authority,  
East Garo Hills District, Williamnagar

Memo NoEGH/DLSA/12/2024/7-A

Dated the Williamnagar 1<sup>st</sup> August, 2024

Copy forwarded to:-

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for information.
2. The President/Secretary, Williamnagar Bar Association, Williamnagar with a request to inform all the learned Advocates of the Bar Association.
3. System Assistant, District Court Williamnagar with a request to upload this advertisement in the official website.
4. Notice Board.
5. Office file.



District & Sessions Judge cum Chairperson,  
District Legal Services Authority,  
East Garo Hills District, Williamnagar