District Legal Services Authority

East Garo Hills District, Williamnagar.

No. EGH/DLSA/12/2024/104 Dated the Williamnagar 13th May, 2025.

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 Defence Counsel System under the District Legal Services Authority, East Garo Hills District, Williamnagar.

Sl No	Name of the Post	No of post	Selection criteria and date of interview	Honora--rium	Qualification and Work Profile
1.	Office Assistant	1	**Walk-in-Interview Date:- 03.06.2025** **Time:- 10:30 am** **Venue:- Conference Hall, District & Sessions Court premises, East Garo Hills District, William-nagar.**	Rs. 12,500/-	**Qualification** i.Educational Qualification: Graduation. ii. Basic word processing skills and the ability to operate computer and skill to feed data. iii. Good typing speed with proper setting of petition. iv. Ability to take dictation and prepare files for presentation in the courts. v. File maintenance and processing knowledge. vi. Must be a citizen of India. **Work Profile** i. Keeping updated record of Legal aided cases. ii. Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions. Iii. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner. iv. Typing applications, petitions, appeals etc. v. Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc. vi. Any other tasks assigned by the Chief

					Legal Aid Defense Counsel. Vii. Any work/duty assigned by Legal Services Authority.

INSTRUCTIONS

Candidates are required to submit their application in the Standard form 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. Candidates must mention their phone no. and email id in the application form.

- Demand Draft of Rs. 150/- (Rupees one hundred and fifty) only drawn in favor of District Legal Services Authority, Williamnagar being the application fees for Office Assistant.
- Registration of applicants will be conducted on the said date of walk in interview from 9:30 AM to 10:30 AM.
- 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 from the official website of the District Court, Williamnagar.

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

Memo No. EGH/DLSA/12/2024/104-A Dated the Williamnagar 13th May, 2025.

Copy forwarded to:-

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for information.
2. System Assistant, District Court Williamnagar with a request to upload this advertisement in the official website.
3. Notice Board.
4. Office file.

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