

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
WEST KHASI HILLS DISTRICT:: NONGSTOIN**

(dlsa.wkh-meg@meghalaya.gov.in)

No.DLSA/NGN.5/2023/208

Dated Nongstoin the 3rd September, 2025

Advertisement

Application in standard form are hereby invited from interested candidates who are eligible and who are a citizens of India for a **“Walk-in-Interview”** on **7th October, 2025 at 10:00 A.M** in the office of the District and Sessions Court, West Khasi Hills District, Nongstoin for the post of **Office Assistant/Clerk** in the establishment of the District Legal Services Authority, West Khasi Hills District, Nongstoin under the Legal Aid Defense Counsel System (LADCS) Scheme for a period of one year. The post is purely contractual in nature and may be terminated without any prior notice.

Name of post	Number of Post	Remunerat ion per month	Educational Qualification	Age	Work profile
Office Assistant/ Clerk	1	Rs.18,150/-	<ul style="list-style-type: none">• Graduation.• Basic word processing skills and the ability to operate computer and skills to feed data,• Good Typing speed with proper setting of petition,• Ability to take dictation and prepare files for presentation in the Courts• File maintenance and processing knowledge.	Age as per existing Government Rules	<ul style="list-style-type: none">• Keeping updated record of legal aided cases,• Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,• Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,• Typing applications, petitions, appeals etc.,• Doing ministerial work related to cases such as filing applications for copies of orders, judgement etc.,• Any other task assigned by the Chief Legal Aid Defense Counsel,• Any work/duty assigned by Legal Services Authority,• All duties assigned to Receptionist cum data entry operator.

Note:

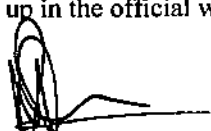
1. Interested candidates can apply in Standard Form alongwith self attested documents, 2(two) passport size photograph, and demand draft of Rs 150/- (Rupees One Hundred Fifty) only drawn in favour of the District Legal Services Authority, Nongstoin being application fees. The Demand Draft should have been drawn on or after the publication of the advertisement from any bank payable at State Bank of India, Nongstoin Branch. Candidates must also write his/her name, address and post applied for, on the back of the Demand Draft.
2. Registration of candidates will be conducted on 7th October, 2025 from 10:00 AM to 11:00 AM after which their candidature will not be entertained.
3. Candidates will have to undergo computer typing speed test (Practical) and shortlisted qualifying candidates will be eligible to appear for the interview.
4. Persons already in employment should bring “No objection certificate” from their current employer.
5. Candidates should bring their original documents such as degree certificate, birth certificate, Schedule Tribe/Caste Certificate, SSLC certificates and marksheet, HSSLC certificates and marksheets, Graduation certificates and marksheets, address proof, experience certificate, etc for verification during the time of the interview.
6. No TA/DA will be given to the candidates attending the interview.
7. The decision of the District Legal Services Authority, West Khasi Hills District as to the result of the walk in interview shall be final.
8. The selected candidates against each post will be recommended to the State Authority for approval.
9. The undersigned reserve the right to cancel the walk in interview at any stage of recruitment process without assigning any reason thereof.

Sd/-
District and Sessions Judge cum Chairman
District Legal Services Authority
West Khasi Hills District, Nongstoin
Dated Nongstoin the 3rd September, 2025

Memo No.DLSA./NGN.5/2023/208-A

Copy to :

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for kind information.
2. The DIO, NIC, Nongstoin for putting up in the District Website.
3. The District Employment Exchange Officer, Nongstoin for information and necessary action.
4. The System Assistant, office of District and Sessions Judge, Nongstoin for putting up in the official website of the District and Sessions Judge, Nongstoin.
5. Office Notice Board.
6. Office Copy.


District and Sessions Judge cum Chairman
District Legal Services Authority
West Khasi Hills District, Nongstoin