

OFFICE OF THE DISTRICT AND SESSIONS JUDGE
WEST KHASI HILLS DISTRICT
NONGSTOIN AND EASTERN WEST KHASI HILLS DISTRICT, MAIRANG

No. M/JUDL.15/2017/150,

Dated: Nongstoin, the 8th October, 2025

ADVERTISEMENT OF WALK-IN INTERVIEW

Applications are hereby invited from interested candidates who are eligible and who are citizens of India to appear in Walk-in Interview for a post of staff on contractual basis at eSewa Kendra of the Sub-Divisional Court, Eastern West Khasi Hills District Mairang. The post is purely on contractual basis for a period of nine (9) months.

Sl. No.	Name of Post	:	Staff at eSewa Kendra of the Sub-Divisional Court, Eastern West Khasi Hills District Mairang on contractual basis.
1.	Number of Post	:	One (1)
2.	Remuneration per month	:	Rs. 15, 000/- fixed (Rupees Fifteen thousand) only per month
3.	Essential Qualification	:	Graduate with PGDCA or its equivalent with 55% aggregate marks from a Government recognized University.
4.	Age	:	Age as per existing Government Rules
5.	Job Profile	:	1. Handling inquiries about case status, next date of hearing and other details. 2. Facilitate Applications for certified copies. 3. Facilitate e-Filing of petitions such as scanning of hard copies of petitions, etc. 4. To assist in online purchase of e-Stamp papers/ ePayments.

			5. Publicize and assist in downloading the Mobile App of eCourts for Android and IOS. 6. Facilitate in the booking of e-Mulakat appointments for meeting relatives in jail. 7. Handling queries about Judges on leave. 8. Guide people on how to avail free legal services from the District Legal Service Authority and High Court Legal Service Committee. 9. Facilitate disposal of traffic challan in Virtual Courts and also in online compounding of traffic challans and other petty offences. Payment of fines arising from Virtual Courts. 10. Explaining the method of attending a video conference court hearing.
6.	Venue	:	Sub-Divisional Court, Eastern West Khasi Hills District Mairang
7.	Date	:	3 rd November, 2025
8.	Time of Registration	:	10:00 A.M. to 10:30 A.M.

General Instructions:

1. The post is purely contractual in nature.
2. Candidates may appear for the Walk-in Interview and submit their filled-up applications in Standard Forms with two (2) recent passport size photographs and self-attested photocopies of all necessary and relevant certificates/ documents.
3. Candidates are to also bring along with them the original certificates/documents of the photocopied certificates/ documents for verification during the time of the interview.
4. Registration of candidates will be conducted as per date and time given above after which their candidature will not be entertained.
5. Persons already in employment should bring "No Objection Certificate" from their current employer.
6. No TA/DA will be given to the candidates attending the interview.
7. The selected candidate for this post will be recommended to the High Court of Meghalaya after which the result will be declared and uploaded in the official website of the District and Sessions Judge, West Khasi Hills District, Nongstoin.
8. The undersigned reserves the right to cancel the recruitment process at any stage without assigning any reason thereof.


District and Sessions Judge,
West Khasi Hills District,
Nongstoin and
Eastern West Khasi Hills
District
Mairang.

No. M/JUDL.15/2017/150-A,

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Copy to:

1. The Registrar General, High Court of Meghalaya for favour of kind information.

2. The System Assistant, O/o. The District and Sessions Judge, Nongstoin
for uploading the same in the District Court Website.

3. Office file.



District and Sessions Judge,
West Khasi Hills District,
Nongstoin and
Eastern West Khasi Hills
District
Mairang.