



DISTRICT LEGAL SERVICES AUTHORITY WEST JAINTIA HILLS DISTRICT:: JOWAI

No. WJH/DLSA/adv.46/2018/115,

Dated: Jowai, the 15th December, 2023.

WALK-IN-INTERVIEW

A **Walk-In-Interview** scheduled to be held on the **19th January, 2024** is invited from **eligible** candidates who are a citizens of India for the post of **Front Office Coordinator** in the office of the **District Legal Services Authority, West Jaintia Hills District** on contractual basis for an initial period of **one (1) year** at a fixed remuneration of **Rs. 26,500/- (Rupees Twenty Six Thousand Five Hundred)** only per month and maybe extended after proving satisfactory of performances.

GENERAL INFORMATION

Sl No.	Name of the Post	No. of Post	Age	Minimum Qualification
1	Front Office Coordinator	1	Not less than 18 years and not more than 32 years. The upper age limit is relaxable by 5 years in case of a candidate belonging to SC/ST (as on 1 st December, 2023)	Bachelor Degree in any discipline from any recognized University with Diploma in Computer Application from a registered institute having knowledge in Computer Software like MS Office, Internet, etc.

Venue of Interview : O/o District and Sessions Judge, West Jaintia Hills District, Khliehtyrshi.
Date and Time : 19th January, 2024 from 9:00 AM onwards

GENERAL INSTURCTION

- Interested candidates should bring their application in Standard Form duly filled in and Biodata along with self attested copies of all the relevant documents, 2(two) passport size photographs and contact number/email. The certificate/documents in original are to be produced at the time of interview.
- Candidate should register themselves on the date of interview from **9: 00 AM to 11: 00 AM** only. No registration will be entertained after 11: 00 AM.
- There shall be a process of scrutiny and screening of the application and selected candidates will be allowed to appear for the interview.
- Persons already in employment should bring "No Objection Certificate" from their current employer.
- The appointment will be purely on contractual basis and the appointment cannot be claimed as a right for any benefit or future absorption.

6. The decision of the District Legal Services Authority, West Jaintia Hills District, as to the result of the **“Walk-in-interview”** shall be final.
7. The O/o District Legal Services Authority, West Jaintia Hills District reserves the right to cancel the walk in interview at any stage of the recruitment process without assigning any reason thereof.
8. The result will be displayed on the official website of the O/o District and Sessions Judge, West Jaintia Hills District **“www.jowai.dcourts.gov.in”**.
9. No. TA/DA will be paid to the applicants for attending the interview.

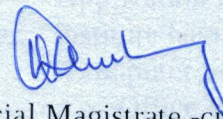


Chief Judicial Magistrate -cum- Secretary,
District Legal Services Authority,
West Jaintia Hills District, Jowai.

**Memo No. WJH/DLSA/advt.46/2018/115-A,
Copy to:**

Dated: Jowai, the 15th December, 2023.

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for favour of your kind information.
2. The System Assistant, Office of the District and Sessions Court, West Jaintia Hills District for uploading the same in the District Court Website.
3. Office Notice Board.
4. Office File.



Chief Judicial Magistrate -cum- Secretary,
District Legal Services Authority,
West Jaintia Hills District, Jowai.

GENERAL INSTRUCTION

1. Interested candidates should bring their application in Standard Form 1, their photograph and self-attested copies of all the relevant documents. Original documents should be produced at the time of interview.
2. Candidates should register themselves on the date of interview from 9:00 AM to 11:00 AM. The registration fee will be retained after 11:00 AM.
3. There shall be a process of security and greenfield of the applicants and visitors. Candidates will be allowed to enter for the interview.
4. Persons already employed should bring "No Objection Certificate" from their current employer.
5. The appointment will be purely on contractual basis and the appointment cannot be treated as a right for any benefit or future appointment.