

DISTRICT LEGAL SERVICES AUTHORITY, WEST JAINTIA HILLS DISTRICT::JOWAI

ADVERTISEMENT

(Dated: Jowai the 13th February, 2024)

No. WJHD/DLSA.05/LADCS/2023/68: Interested applicant who are citizens of India are invited for a "WALK-IN-INTERVIEW" on the 15th February, 2024 at 9 AM in the office of the District Legal Services Authority, West Jaintia Hills District, Khliehtyrshi for the post of **Office Assistance Clerk** in the establishment of the District Legal Service Authority, West Jaintia Hills District, Khliehtyrshi. The post is purely contractual in nature subject to termination of service with one month's notice of termination.

Name of the Post:	Office Assistance Clerk
Number of post:	1(one)
Age:	Age as per existing Government Rule
Tenure:	Initially for 2(two) years extendable on satisfactory performance
Remuneration:	Rs. 15000/-(rupees Fifteen Thousand) only per month.
Educational qualification:	Graduation, basic word processing skills and the ability to operate computer and skill to feed data, good typing speed with proper setting of petition, ability to take dictation and prepare files for presentation in the court, file maintenance and processing knowledge.

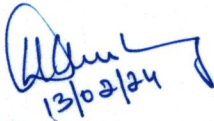
Jop Profile.

- Keeping update record of Legal Aid Cases
- Uploading the updated record/progress of the Legal Aid Cases on NALSA portal and digital platform as per direction.
- Maintaining complete files of the Legal Aid Cases and keeping files with proper index in a systematic manner.
- Tying application, petition, appeal, etc
- Doing ministerial work related to cases such as filling application for copies of orders judgment etc.
- Any other task assigned by the Chief Legal Aid defense counsel.
- Any work/duty assigned by Legal Service Authority.
- All duties assigned to receptionist cum data entry operator.

General Instruction

1. Interested candidate can apply in standard form alongwith self attested document, 2(two) passport size photograph and application fees of Rs. 150/-(Rupees One Hundred Fifty) only is to be paid by any of the following modes.
 - a) Demand draft drawn in favour of the District Legal Services Authority, Jowai.
 - b) Electronic transfer by way of IMPS/NEFT in the following account No. 38018471458.
 - c) Candidate shall enclose the receipt of payment along with the application form.
2. The certificate/documents in original are to be produced at the time of interview.

3. 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.
4. There shall be a process of scrutiny and screening of the application and selected candidates will be allowed to appear for the interview.
5. 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 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.

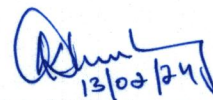

13/02/24

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

Memo No. WJHD/DLSA.05/LADCS/2023/ 68-A, Dated: Jowai the 13th February, 2024

Copy to :

1. Member Secretary, Meghalaya State Legal Services Authority, Shillong for kind information.
2. System Assistant, office of District and session Judge, Jowai for information and to upload the same in the official website.
3. Office Notice Board.
4. Office Copy.


13/02/24

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