

OFFICE OF THE DISTRICT AND SESSIONS JUDGE:::
WEST JAINTIA HILLS DISTRICT, JOWAI.

NO.DSJ/WJH.301/eSewa/2020/79

Dated Jowai, the 05th August, 2024.

WALK-IN-INTERVIEW

A **Walk-In-Interview** scheduled to be held on the **13th August, 2024** is invited from **eligible** candidates who are citizens of India for the post of **Staff in eSewa Kendra** in the office of the **District and Sessions Judge, West Jaintia Hills District** on contractual basis for an initial period of **one (1) year** at a fixed remuneration of Rs. **15,000/- (Rupees Fifteen Thousand)** only per month and may be extended after proving satisfactory of performances.

GENERAL INFORMATION

Sl No.	Name of the Post	No. of Post	Age	Minimum Qualification
1.	Staff for eSewa Kendra	2(Two) 1. District & Sessions Judge, Jowai West Jaintia Hills District. 1. Amlarem, Sub-divisional Court.	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 05/08/2024).	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 : 13-08-2024, from 9: 00 AM onwards

JOB PROFILE

- Handling inquiries about case status, next date of hearing and other details.
- Facilitate Applications for certified copies.
- Facilitate e-Filing of petitions such as scanning of hard copies of petitions etc.
- To assist in online purchase of e-Stamp papers/ePayments.
- Publicize and assist in downloading the Mobile App of eCourts for Android and IOS.
- Facilitate in the booking of e-Mulakat appointments for meeting relatives in jail.
- Handling queries about Judges on leave.
- Guide people on how to avail free legal services from the District Legal Service Authority, High Court Legal Service Committee.
- Facilitate disposal of traffic challan in virtual Courts as also online compounding of traffic challans and other petty offences. Payment of fines arises from Virtual Court.
- Explaining the method of attending a video conference court hearing.

GENERAL INSTRUCTION

1. 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.
2. 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.
3. There shall be a process of scrutiny and screening of the application and selected candidates will be allowed to appear for the interview.
4. Persons already in employment should bring "No Objection Certificate" from their current employer.
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 and Sessions Judge, West Jaintia Hills District, as to the result of the "**Walk-In-Interview**" shall be final.
7. The O/o District and Sessions Judge, 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.
9. No. TA/DA will be paid to the applicants for attending the interview.

Edf
District and Sessions Judge,
West Jaintia Hills District,
Jowai.

Memo No. DSJ/WJH.301/eSewa/2020/79

Dated Jowai, the 05th August, 2024.

Copy to:

1. Assistant Director Information & Public Relation, West Jaintia Hills District, for information and with a request to kindly cause press release of the same.
2. The System Assistant, Office of the District and Sessions Court, West Jaintia Hills District for uploading the same in the District Court Website: <https://jowai.dcourts.gov.in>
3. Office Notice Board.
4. Office File.

Edf-
District and Sessions Judge,
West Jaintia Hills District,
Jowai.