



**::OFFICE OF DISTRICT LEGAL SERVICES AUTHORITY::
::EAST JAINTIA HILLS::KHLIEHRIAT::**

No. EJH/DLSA/3/2020/ 76

Dated Khliehriat the 1st December, 2023

WALK-IN-INTERVIEW

Applications are invited from eligible and interested candidates, who are citizens of India, to appear for a "Walk-in-interview" scheduled to be held on the **16th December, 2023** in the Office of the District Legal Services Authority, East Jaintia Hills District, Khliehriat, for the following post on a purely contractual basis for a period of 1(One) year as per criteria mentioned below:-

Name of Post	No. of Vacancy	Fixed Monthly Remuneration	Minimum Educational Qualification	Age Limit
Front Office Coordinator	1(One)	Rs. 26,500/- per month (Rupees Twenty six Thousand and Five Hundred only)	Bachelor's Degree from any recognized University with Diploma in Computer Application from a registered institute having working knowledge in Computer Software like MS Office, Internet, etc.	Age as per existing Government rule.

Venue of Interview: O/o District & Sessions Judge, East Jaintia Hills, Khliehriat.

Date and Time : 16th December, 2023 from 10:00 A.M. onwards.

Roles and Responsibilities (Work Profile):-

1. Documentation regarding legal aid help line, advice rendered to legal aid seekers, duty rosters, updating of legal aid cases.
2. Handling correspondences.
3. Managing Consultation between a legal aid seeker and assigned panel advocate.
4. Informing legal aid seekers about the status of their application, court cases.
5. Ensuring and maintaining seamless flow of information between legal services clinics and Front offices.

General Instruction/Information: -

1. At the time of the interview, the interested applicants are required to submit a filled in Standard Form application duly filled along with self-attested documents/certificates, and 2 (two) Passport size photographs. Candidates shall also clearly mention their contact number and email ID for communication purposes.
2. Candidates should also bring their relevant original documents/certificates (testimonials) for verification at the time of the interview.
3. Persons already in employment should bring "No Objection Certificate" from their current employer.

4. No TA/DA will be given to the applicants for attending the interview.
5. The service of the Front Office Coordinator so engaged may be extended for another period after proving satisfactory performance and such extension shall be made after appropriate break of service.
6. The appointment will be purely on contractual basis and the appointment cannot be claimed as a right for any benefit or future absorption.
7. The decision of the District Legal Services Authority, East Jaintia Hills District, Khliehriat, as to the result of the "Walk in interview" shall be final.
8. The result will be displayed on the official website of the O/o District & Sessions Judge, East Jaintia Hills, Khliehriat "www.khliehriat.dcourts.gov.in".
- The O/o District Legal Services Authority, East Jaintia Hills, Khliehriat, reserves the right to cancel the walk in interview at any stage of the recruitment process without assigning any reason thereof.

Secretary,
District Legal Services Authority
East Jaintia Hills, Khliehriat

Memo . No. EJH/DLSA/3/2020/ 76

Dated Khliehriat, the 1st December, 2023

Copy to:

1. Member Secretary, Meghalaya State Legal Services Authority, Shillong for favour of kind information.
2. DIPR, East Jaintia Hills, Khliehriat, for publishing the Advertisement in the local dailies.
3. System Analyst, Office of District and Session Judge, East Jaintia Hills, Khliehriat, for favour of information and to upload the same in the official website.
4. Office Notice board.
5. Office copy.

Secretary,
District Legal Services Authority
East Jaintia Hills, Khliehriat