



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

No.EJH/DLSA/3/2020/110,

Dated Khliehriat, the 04<sup>th</sup> April, 2025

## **ADVERTISEMENT**

Applications in Standard form are invited from the candidates who are citizens of India (as defined in the Article 5-8 of the Constitution of India) for the following post, which is purely on contractual basis, as stated hereunder:

Name of the Post	No. of Vacancy	Fixed Monthly Remuneration	Minimum Educational Qualification	Age Limit
Data Entry Operator	1(One)	Rs. 18,000/-	10+2 or equivalent in any discipline from a 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.  (Candidates must have attained the age of 18 (eighteen) years and not more than 32 (Thirty Two) years of age on the first day of the year in which the advertisement for the post is made with usual relaxation in respect of candidates belonging to SC/ST).

**Job Profile:**

**1. Operating and maintaining the Legal Services Management Web Applications, including:**

- Online Lodge Web Application (Legal Aid Application, Legal Aid Personal Details, Case Details, etc.,)
- Legal Aid for Prisoners Web Application
- Lawyer Management Web Application
- Legal Service Data Management Web Application including various Lok Adalat programs

**2. Data entry and management for various legal services programs including:**

- Lok Adalat services (Regular, Permanent, Mobile/Field, and Jail)
- Settlement through Mediation details
- Legal Services Beneficiaries information
- Awareness Camps/Programmes data
- Para Legal Volunteers information
- Legal Service Clinic data
- R/O Victim Compensation Scheme records
- Training Programmes details
- Fund Management and Utilization records

**3. Generation of reports for all applications in the system.**

**4. Ensuring punctual and accurate updating of information/data.**

**5. Daily uploading of data/information to the web portal.**

**1. Mode of Application:**

- a) Completed application must be submitted with 2 (two) passport size coloured identical photographs, one of which shall be pasted in the space provided in the standard form and the other is to be accompanied with the form. The passport size photograph affixed on the application must be self-attested by the candidate in such a way that some portion of the signature of the candidate lies on the application form and remaining portion of signature shall remain on the photo. **Candidates applying for the above post should submit self attested photocopies of the following: (a) Educational Qualification and/or Experience certificate; (b) Caste Certificate; (c) Birth Certificate testifying the date of birth/age; and (d) Proof of residence- permanent and temporary, if any, and enclosing along with one self-attested stamp envelope of 4 x 9 cm with the application form. Complete address and Contact Number are to be clearly mentioned on the envelope.**



- b) Duly filled up application in standard form, including Demand Draft as prescribed herein, and addressed to the “**District Legal Services Authority, East Jaintia Hills District, Khliehriat-793200, for the prescribed application fee: Rs. 300/- for General Category, Rs. 150/- for Scheduled Tribe/Scheduled Caste/ Other Backward Caste.**”

**2. Method of Selection:**

- a) Registrations will begin on **21.04.2025 from 10:00 A.M to 11:00 A.M**, followed immediately by a Computer Typing Test. Only candidates who qualify the computer typing test (**minimum 30 WPM**) will be shortlisted for personal interview. Shortlisted candidates will be notified through the official website, which candidates should check regularly for updates. **In cases of numerous qualifying candidates, selection will be merit-based. In cases where a large number of candidates qualify in the typing test, the recruiting authority shall make decisions based on merit list.**
- b) The date for Personal Interview will be notified shortly after shortlisting the candidates who qualified the computer typing test.
- c) At the time of Personal Interview, cum viva-voce test, the candidates shall be required to produce all original certificates, and in the event the candidate does not furnish the original certificates to substantiate his educational qualification, his/her candidature will be cancelled.
- d) The decision of the District Legal Services Authority, East Jaintia Hills District, Khliehriat, as to the result of the Screening/Interview shall be final.

**3. General Information and instructions:**

- a) Incomplete applications, applications containing incorrect details and applications received late will be summarily rejected.
- b) The said post is purely on a contractual basis which is for a period of 1(One) year and the service may be extended for another period after proving satisfactory performance and such extension shall be made after appropriate break of service.
- c) The District Legal Services Authority, Khliehriat reserves the right of short listing the applicants.
- d) Canvassing in any form shall result in disqualification.
- e) No TA/DA will be paid to the applicants for attending the computer typing test and interview.
- f) The District Legal Services Authority, Khliehriat reserves the right to cancel the recruitment process at any stage without assigning any reasons thereof.

  
**Chairperson,**  
**District Legal Services Authority,**  
**East Jaintia Hills District, Khliehriat.**

**Memo. EJH/DLSA/3/2020/110-A,**

**Dated Khliehriat the 04<sup>th</sup> April, 2025**

Copy to:

1. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for favour of kind information.
2. The District Public Relations Officer, Khliehriat with a request to have the advertisement published in one issue of widely circulated Local News Paper.
3. The System Assistant for uploading the advertisement in the Official Website.
4. Office Notice Board.
5. Office File.

  
**Chairperson,**  
**District Legal Services Authority,**  
**East Jaintia Hills District, Khliehriat.**