

**OFFICE OF THE DISTRICT & SESSIONS COURT
EAST JAINTIA HILLS DISTRICT::: KHLIEHRIAT**

No.KHLT/DSJ.91/2023/55

Dated, Khliehriat the 7th May, 2026

WALK IN INTERVIEW

Applications are invited from eligible candidates for a '**Walk-in Interview**' scheduled to be held on **May 21st 2026 from 10:30 AM** onwards to fill the post of e-Sewa Kendra staff on a purely contractual basis in the office of the District and Sessions Court, East Jaintia Hills District, Khliehriat .

1. Position Details

- Post Name: e-Sewa Kendra Staff/Operator
- No. of Vacancies: 1 no.
- Remuneration: 15,000/- per month (fixed pay)
- Age: As per existing Government Rules

2. Eligibility Criteria:

- Educational Qualification: Bachelor Degree in Computer Application from a recognized university

3. Interview Schedule:

- Date: May 21st 2026
- Registration Time: 9:30 AM to 10:30 AM
- Interview start Time: 10:30 AM
- Venue: Premises of the District and Sessions Court, Khliehriat.

4. 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 Services Authority, High Court Legal Services Committee
- Facilitate disposal of traffic chalan in virtual Courts as also online compounding of traffic chalans and other petty offences. Payment of fines arises from Virtual Court.
- Explaining the method of attending a video conference court hearing.

P.T.O

5. Required Documents:

- Candidates must bring the following in original along with one set of self-attested photocopies
 - i). Updated Bio-data/CV
 - ii). Recent passport size photograph
 - iii). Educational Certificates (from Matriculation onwards)
 - iv). Experience Certificates (if any)
 - v). Valid Photo ID proof (EPIC/Aadhar card, etc.,)

General Instructions

- i. No TA/DA will be paid for attending the interview.
- ii. The Selection Committee reserves the right to cancel or postpone the interview without assigning any reason thereof.
- iii. The decision of the Selection Committee shall be final.
- iv. Canvassing in any form will lead to immediate disqualification.


**District & Sessions Judge,
East Jaintia Hills District,
Khliehriat.**

Memo No.KHLT/DSJ.91/2023/55-A,

Dated, Khliehriat the 7th May, 2026.

Copy to:-

1. The Registrar General, High Court of Meghalaya, Shillong for kind information
- ✓ 2. The System Assistant, District and Sessions Court, Khliehriat with a request to upload the advertisement in the official website immediately.
3. Notice Board.
4. Office file.


**District & Sessions Judge,
East Jaintia Hills District,
Khliehriat.**