

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY  
WEST KHASI HILLS DISTRICT:: NONGSTOIN**

No.DLSA./NGN.4/2018/114

Dated Nongstoin the 8<sup>th</sup> 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 20<sup>th</sup> December, 2023 in the office of the District Legal Services Authority, West Khasi Hills District, Nongstoin for the following post purely on contractual basis for a period of 1 (one) year as per criteria mentioned.

| Name of Post             | No of Vacancy | Fixed Monthly remuneration   | Minimum Educational Qualification   | Age limit                           |
|--------------------------|---------------|--|---|-------------------------------------|
| Front Office Coordinator | 1 (one)       | Rs. 26,500/-<br>(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: Office of the District and Sessions Judge, West Khasi Hills District, Nongstoin.**

**Date and time: 20<sup>th</sup> December, 2023 from 10:00 A.M onwards.**

**Role and responsibilities (Work Profile)**

1. Documentation with regard to legal aid helpline, advice rendered to legal aid seekers, duty roaster, updating of legal aid cases.
2. Handling correspondence.
3. Managing consultation between a legal aid seekers 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. Interested applicants can apply in Standard Form alongwith self-attested documents, 2(two) passport size photograph, Self-addressed envelope with stamp (Rs.5/-. Candidates shall also clearly mention their contact number and email ID for communication purposes.
2. Registration of candidates will be conducted on 20<sup>th</sup> December, 2023 from 10:00 AM to 11:00 AM after which their candidature will not be entertained.
3. Candidates should bring their original documents such as degree certificate, birth certificate, Schedule Tribe/Caste Certificate, SSLC certificates and mark sheet, HSSLC certificates and mark sheets, Graduation certificates and mark sheets, address proof, experience certificate, etc for verification during the time of the interview.
4. Persons already in employment should bring "No objection certificate" from their current employer.
5. No TA/DA will be given to the candidates attending the interview.
6. 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.
7. The appointment will be purely on contractual basis and the appointment cannot be claimed as a right for any benefit or future absorption
8. The decision of the District Legal Services Authority, West Khasi Hills District as to the result of the walk in interview shall be final.
9. The result will be displayed on the official website of the O/o District and Sessions Judge, West Khasi Hills, Nongstoin "<https://nongstoin.dcourts.gov.in>"
10. The undersigned reserve the right to cancel the walk in interview at any stage of recruitment process without assigning any reason thereof.

**District and Sessions Judge cum Chairman  
District Legal Services Authority  
West Khasi Hills District, Nongstoin  
Dated Nongstoin the 8<sup>th</sup> December, 2023.**

**Memo No.DLSA./NGN.4/2018/114-A**

**Copy to :**

1. Member Secretary, Meghalaya State Legal Services Authority, Shillong for kind information.
2. The DIO, NIC, Nongstoin for putting up in the District Website.
3. The District Public and Relation Officer, West Khasi Hills District with a request to publish the same in 1(one) issue of Local newspaper.
4. The District Employment Exchange Officer, Nongstoin for information and necessary action.
5. The System Assistant, office of District and Sessions Judge, Nongstoin for putting up in the official website of the District and Sessions Judge, Nongstoin.
6. Office Notice Board.
7. Office Copy.

**District and Sessions Judge cum Chairman  
District Legal Services Authority  
West Khasi Hills District, Nongstoin**