



MEGHALAYA STATE LEGAL SERVICES AUTHORITY: SHILLONG

(Established under the Legal Services Authorities Act, 1987)

MATI Building, Additional Secretariat, Room No-120, Meghalaya, Shillong-793001
(Ph. & Fax: 0364-2501051), **Email: mlsa-meg@nic.in** **Web: www.mlsa.gov.in**

ADVERTISEMENT

No. MSLSA/DoJ/2/2023/9, Dated, Shillong the 5th December, 2023.

Applications in standard form along with complete bio-data are invited from residents of Meghalaya for filling up 1 (one) post of Project Coordinator on a contractual basis for implementation of the Department of Justice, Govt. of India funded project titled “Increasing Access to Justice through Community Mediation” **in a fixed monthly remuneration of Rs. 35,000/- (Rupees Thirty-five thousand) only per month.**

Candidates can send their filled in application by following the below procedures-

- 1) Application should be address to the Member Secretary, Meghalaya State Legal Services Authority, Additional Secretariat Building (Below Old MATI building), Room No. 120, Shillong -793001.
- 2) Qualifications- Graduate from any recognised Institute. Preference will be given to candidates possessing Diploma in Computer Application and having relevant work experience in the field of project management and administration.
- 3) Age- A candidate should not be less than 18 years and not more than 32 years of age. The upper age limit is relaxable by 5 years in case of candidate belonging to SC/ST.
- 4) Application/Examination Fee of Rs.100/- in respect of General Candidates (Rs. 50/- for SC/ST candidates) may be paid in cash directly in the office of the Meghalaya State Legal Services Authority at the given address during office hours. Fees once paid shall not be refunded.
- 5) Application forms duly filled in should be accompanied by 2(two) recent colour passport size photographs duly attested by Gazetted Officer/Self-attested, attested copies of educational certificates including proof of age, SC/ST Certificate, and Challan for application fees.
- 6) For details of qualifications, experience, job profile, etc. candidate may kindly visit the official website www.mlsa.gov.in or at the notice board of the office.

- 7) As the qualified candidates shall also be intimated over phone, the applicant shall also indicate clearly a reliable contact number on the application form.
- 8) No TA/DA shall be paid to the candidate or the successful candidates for their journey in connection with their examination or interview as the case may be.
- 9) **The last date for submission of applications along with application fee is 8th December, 2023** during office hours in the Office of the Meghalaya State Legal Services Authority, Room No. 120, Meghalaya Additional Secretariat Building (Below MATI Building) Shillong-793001, and it shall also be the date for determining the eligibility criteria of the candidates for the post including their age and educational qualification.
- 10) One self-addressed stamped envelope with complete address with Pin Code and Ph. No. should be clearly mention on the envelope, and to be submitted along with the application.
- 11) Applications received after the last date shall not be accepted. Incomplete applications will be summarily rejected.
- 12) Only qualified candidates shall be called for the examination/interview. Qualified candidates have to bring their original documents for verification during the time of interview. Any candidate who is not able to produce all original document(s) or is found providing incorrect information or making false declaration regarding his/her eligibility, he/she will be declared unsuccessful.
- 13) The result of the interview will be displayed in the office notice board, website and will be intimated through phone also.
- 14) Successful candidates are required to join on immediate basis, and necessary requirements will be instructed thereafter.
- 15) The Meghalaya State Legal Services Authority shall not be responsible for any postal delays or any wrong information or any mistake made by the applicants.
- 16) The Meghalaya State Legal Services Authority reserves the right to cancel the recruitment process at any stage without assigning any reasons.

Sd/-
Member Secretary,
Meghalaya State Legal Services Authority,
Shillong.