

**DISTRICT LEGAL SERVICES AUTHORITY, ADILABAD.**

Notification No. 01 /2024

Dt. 21.03.2024

**FOR RECRUITMENT OF STAFF ON CONTRACT BASIS FOR LEGAL AID DEFENSE COUNSEL SYSTEM, DISTRICT LEGAL SERVICES AUTHORITY, ADILABAD.**

1. Applications are invited from retired Judicial/DLSA employees and also from the outsiders of eligible candidates of Adilabad District upto 5:00 pm. on 28.03.2024 in the prescribed format enclosed herewith for the appointment to the below mentioned posts in the Office of the Legal Aid Defense Counsel, District Legal Services Authority, Adilabad, initially for a period of one year or any date before the date or they can be continued till further orders or the need ceases, as fixed by the undersigned.
2. The applications shall be sent in sealed cover addressed to the <sup>SECRETARY</sup> "DISTRICT LEGAL SERVICES AUTHORITY, COURT BUILDINGS, ADILABAD – 504 001" by mentioning for which post applied.
3. The educational qualifications, age limit, reservation, remuneration fixed etc. are here below mentioned.

| S. No | Name of the post                     | No. of posts | Age limit  | Qualification  | Mode of recruitment | Remuneration          |
|-------|--------------------------------------|--------------|--|--|---------------------|-----------------------|
| 1.    | Office Assistant / Clerk             | 01           | 1) As on 1.1.2024 the candidate must not have completed the age of 34 years. The relaxation of maximum age limit in respect of SC/ST/BC/EWS is 5 years.<br>2) In case of retired employees, the candidate must not have completed the age of 65 years. | 1) Must be a graduate from any recognized University or retired Judicial/DLSA employee.<br>2) Basic Word Processing skills and ability to operate computer and skills to feed data.<br>3) Good typing speed with proper setting of petition<br>4) Ability to take dictation and prepare files for presentation in the Courts<br>5) File maintenance and processing knowledge | Contract basis      | Rs.20,000/- Per Month |
| 2.    | Receptionist-cum-Data Entry Operator | 01           | 1) As on 01.01.2024 candidate must not have completed the age of 34 years. The relaxation of maximum age limit in respect of SC/ST/BC/ EWS is 5 years.<br>2) In case of retired employees, the candidate must not have completed the age of 65 years   | 1) Must be a graduate from any recognized University or retired Judicial /DLSA employee.<br>2)Excellent verbal and written communication skills<br>3) Word and data processing abilities<br>4) The ability to work tele-communication systems (telephones, fax machines, switchboards etc.)<br>5) Proficiency with good typing speed   | Contract basis      | Rs.15,000/- Per Month |
| 3     | Office Peon                          | 01           | As on 01.01.2024 candidate must not have completed the age of 34 years. The relaxation of maximum age limit in respect of SC/ST/BC/ EWS is 5 years   | 7 <sup>th</sup> Class  | Contract basis      | Rs.14,000/- Per Month |

Contd..

4. Depending upon the applications received, the undersigned will decide the method of selection. No personal information will be given to any individual regarding any stage of selection.
5. Retired Court staff or retired DLSA employees may also apply.
6. Persons who have awarded any punishment for any misconduct in disciplinary proceedings while in service are not eligible for consideration.
7. No person shall be eligible for appointment to the post unless he/she satisfies the following conditions:
  - i. That he /she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
  - ii. That his/her character and antecedents are such as to disqualify him/her for such service; and
  - iii. He/she is a citizen of India.
8. Documents to be enclosed to the application by the provisionally selected candidates:
  - a) Certificate of academic qualifications such as marks list, Pass Certificates, Provisional Certificate, Testimonials and other certificates to prove their technical efficiency, if any.
  - b) Date of Birth Certificate
  - c) Community Certificate in case of SCs/STs/BCs/EWs issued by the competent authority.
  - d) Employment Registration Card (if available)
  - e) Certificate in terms of Local/Non-Local candidature in terms of Presidential Order, 1975.
  - f) A self addressed registered post cover with acknowledgment worth of Rs.30/- or as fixed by the Postal Department for RPAD.
  - g) In case of retired employees, they shall produce a copy of retirement proceedings issued by the concerned Officer or copy of the Pension Payment Order (PPO) issued by the competent authority.(self affidavit)

9. INSTRUCTIONS:

- i) The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in filling the application.
- ii) No TA/DA will be paid for the journey performed in connection with the appointment.
- iii) Mere applying to the posts will not give any right to any candidate to be selected.
- iv) Persons applying for more than one post, the undersigned reserves the right to select such person to any of the posts applied.
- v) All rights are reserved with the undersigned to reject the application at any stage, if the claim is found to be false and the appointment shall be liable to be cancelled if any information therein is found to be false at any later stage and the applications are liable for prosecution for furnishing such false information.
- vi) No information will be sent to the unsuccessful candidates after declaring the successful candidates.
- vii) The undersigned reserves the right to cancel the notification, at any stage, without assigning any reason thereof without prior intimation.
- viii) Applications received after 5.00 pm on 28.3.24, will not be accepted.
- ix) Applications with insufficient information will summarily be rejected.
- x) The candidates shall furnish their phone numbers for correspondence to be made.
- xi) No correspondence will be entertained in any respect.

  
Chairman,

District Legal Services Authority,  
Adilabad.

Adilabad.  
Dated: 21.03.2024

To

- 1) All the Principal District and Sessions Judges, of Telangana State with a request to cause the display of the notification on the notice boards of their respective Courts and also communicate the notification to all the Judicial Officers under their control.
- 2) All the Judicial Officers of Adilabad Unit. to cause the display of the notification on the notice boards of their respective Courts
- 3) The District Employment Officer, Adilabad with a request to cause the display of the notification on the notice boards of their respective Offices for wide publicity.
- 4) The District Public Relation Officer, Adilabad. with request to publish the notification in the all News papers.

Affix recent colour  
passport size  
photographs duly  
attested by Gazetted  
Officer

## APPLICATION FORM

APPLICATION FOR THE POST OF -----

Ref: Notification No. 01 /2024, dt. 21-03-2024

|     |   |                  |
|-----|---|------------------|
| 01. | Name of the applicant with Surname<br>(as per Certificate)  |                  |
| 02. | Father's Name/Husband's Name  |                  |
| 03  | Date of Birth & Age as on 01.01.2024<br>(proof should be enclosed)  |                  |
| 04  | Educational Qualifications<br>(proof to be enclosed)  |                  |
| 05  | Technical Qualifications<br>(proof to be enclosed)  |                  |
| 06  | Postal address with Pin code  |                  |
| 07. | Mobile Number   |                  |
| 08. | Community<br>(proof to be enclosed)   |                  |
| 09. | Whether belongs to<br>(proof to be enclosed)  | PH ( ) ES SM ( ) |
| 10. | Local Employment Exchange Registration<br>Number with date of last renewal<br>(proof to be enclosed)  |                  |
| 11. | Previous experience, if any,  |                  |
| 12. | Involved in any Criminal cases<br>(if yes, give details thereof)  |                  |
| 13. | Filed or defending any civil cases, if so<br>furnish details like case number, name of<br>the court, stage of the case etc.   |                  |
| 14. | For Retired Judicial/DLSA Employees:<br>1) Date of Retirement proceedings/ PPO<br>to be enclosed<br>2) Any punishment awarded during<br>service, if yes, to be noted: |                  |

SIGNATURE OF THE CANDIDATE

### DECLARATION

I, solemnly declare that the above information submitted by me is true to the best of my knowledge. If any information submitted by me is found to be false, action may be taken against me.

SIGNATURE OF THE CANDIDATE

Station:  
Date: