

NOTIFICATION

Sub:	DLSA, KHAMMAM – LADCS – Engagement of Personnel for Legal Aid Defense Counsel System, Khammam – Notification issued – Regarding
Ref:	1. Modified Scheme, 2022 of Legal Aid Defense Counsel System. 2. Roc No. 886/TLSA/2014, dated. 06-03-2024 of the Hon'ble Telangana State Legal Services Authority, Hyderabad.

Applications are invited from the eligible candidates of Khammam District upto **5.00 pm on 26-03-2024** to fill up the following posts on **contract basis** on consolidated pay to work in the Office of the Legal Aid Defense Counsel System, Khammam.

The applications shall be sent in a sealed cover addressed to the **CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY, KHAMMAM**, by mentioning for which post applied and send the same by way of post or by way of courier and **the application will not be entertained either directly or in persons.**

S. No.	Name of the Post	Qualification	No. of posts	Remuneration
1	Office Assistant/clerk	<ol style="list-style-type: none">1. Graduation2. Basic word processing skills and the ability to operate computer.3. Typing speed 40 WPM4. Ability to take dictation and entering data5. File Maintenance and processing knowledge.	01	Rs.20,000
2	Receptionist-cum Data entry operator (Typist) 01	<ol style="list-style-type: none">1. Graduation2. Excellent verbal and written communication skills3. Word processing skills4. Ability to work tele communication systems (Telephones, fax machines, switchboards etc)5. Proficiency with good typing speed.	01	Rs.15,000
3	Office peon (Munshi/ Attendant)	7 th Pass	01	Rs.14,000

Age criteria :

1	As on the date of notification a candidate must have completed the age of (18) years and must not have completed the age of (34) years.
2	The relaxation of maximum age limit in respect of SCs/STs/BCs/EWs is (5) years and in case of candidates with physical disabilities they shall be given age relaxation of (10) years.

Method of engagement of personnel will be decided by the undersigned basing on the applications received under each category and the decision of the undersigned is final.

The services of the individual engaged can be terminated at any time, without any prior notice. The selected candidates shall have to execute an agreement of contract.



**CHAIRMAN,
DISTRICT LEGAL SERVICES AUTHORITY
KHAMMAM**

To

- 1 All the Judicial Officers in the District Judiciary, Khammam, with a request to cause display of the notification on the notice boards of their respective offices for wide publicity
- 2 The District Collector, Khammam with a request to cause display of the notification on the notice Boards of their respective offices for wide publicity
- 3 The District Employment Officer, Khammam
- 4 The District Public Relation Officer, Khammam (with a request to publish the notification on the notice board as well as the information centres located at various places in the District and to release the gist of notification as a press release to both print and electronic media)
- 5 The District System Administrator, Khammam with a direction to upload the notification in the Official Website
- 6 Notice Board of the District Legal Services Authority, Khammam.
- 7 The Legal Reporters

APPLICATION FOR THE POST OF _____

Ref: Notification Dis No.276/2024, dated. 20.03.2024 of DLSA, Khammam.

Affix latest
passport size
photograph
duly attested
by Gazetted
Officer

1	Full name of the Applicant (in block letters)	:	
2	Father's/Husband's name	:	
3	Date of Birth	:	
4	Age as on the date of notification	:	
5	Caste/Category	:	
6	Gender	:	
7	Nationality	:	
8	Religion	:	
9	Educational Qualifications a)Academic b) Technical c) Other(if any)	:	
10	Whether the applicant is having typing skills ?	:	
11	Previous Experience(if any)	:	
12	Local/Non-Local	:	
13	Permanent Address	:	

14	Address for correspondence	:	
15	Mobile Number	:	

Signature of the Candidate/Applicant

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.

Place :
Date :

Signature of the Candidate/Applicant

Encl: Self attested documents showing the Educational and Technical and other Qualifications.