DISTRICT LEGAL SERVICES AUTHORITY, KHAMMAM

Notification No. 2/2025

Dis No.1691 /2025

Dated: 27/10/2025

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/TSLSA/2024, dated. 06-03-2024 of the Hon'ble Telangana State Legal Services Authority, Hyderabad.

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Applications are invited from the eligible candidates of Khammam District **upto 5.00 pm on 10-11-2025** 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 directly.** Applications received after last date will not be considered and this Office is not responsible for postal/courier delay.

S. No.	Name of the Post	Qualification	No.of posts	Remuneration
1	Office Assistant/clerk	**1**. Graduation **2**. Basic word processing skills and the ability to operate computer. **3**. Must have passed the Government Technical Examination in Type Writing Higher Grade in English (With a speed of 45 w.p.m.) **4**. Ability to take dictation and entering data **5**. File Maintenance and processing knowledge.	01	Rs.20,000
2	Receptionist-cum- Date Entry Operator (Typist)	**1**. Graduation **2**. Excellent verbal and written communication skills. **3**.Must have passed the Government Technical Examination in Type Writing Higher Grade in English (With a speed of 45 w.p.m.) **4**. Ability to work telecommunication systems (Telephones, Fax Machines, Switchboards etc) **5**. Proficiency with good typing speed.	01	Rs.15,000

Age criteria :

1	As on 01-08-2025 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.

The date of Written Test/Skill Test/Oral Test will be notified through Khammam District Court Official Website only and personal intimation will not be given.

27/10/22

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. /2025, dated. .08.2025 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 - -2025 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 Technical 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 :

Signature of the Candidate/Applicant

Date :

Encl: Copies of showing the Educational and Technical and other Qualifications attested by the Gazzetted Officer.