

DISTRICT LEGAL SERVICES AUTHORITY,
DISTRICT COURT BUILDING COMPLEX, JANGAON

NOTIFICATION No. 01/2024, DATED: 25-03-2024

FOR RECRUITMENT OF STAFF ON CONTRACT BASIS
FOR LEGAL AID DEFENCE COUNSEL SYSTEM
DISTRICT LEGAL SERVICES AUTHORITY, JANGAON

1. Applications are invited for retired Judicial/DLSA employees and also from the outsiders of eligible candidates of Jangaon District upto 05.00 p.m. on 28/3/24 in the prescribed format enclosed herewith of the for appointment to the below mentioned posts in the Office of the Legal Aid Defence Counsel, District Legal Services Authority, Jangaon, 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 applicatons shall be sent in sealed cover addressed to the "DISTRICT LEGAL SERVICES AUTHORITY, DISTRICT COURT BUILDING COMPLEX, JANGAON-506167" by mentioning for which post applied.
3. The educational qualifications, age limit, reservation, remuneration fixed etc., are here below mentioned.

Sl. No.	Name of the post	No. of posts	Age Limit	Qualifications	Mode of recruitment	Remuneration
01	Office Assistant / Clerk	01	1) As on 01.01.24 the candidate must not have completd the age of 34-years. The relaxation of maximum age limit in respect of SC/ST/BC/EWS is 5-years. 2) In case of retired employees, the candidate must not have completed age of 65-years	1 Must be a graduate from any recognized University or retired Judicial/DLSA employees 2 Basic Word Processing skills and ability to operate computer and skills to feed data. 3 Good typing speed with proper setting of petition. 4 Ability to take dictation and prepare files for presentation in the courts. 5 File maintenance and processing knowledge	Contract Basis	Rs.20,000/-
02	Receptio nist-cum-Data Entry Operator	01	1) As on 01.01.24 the candidate must not have completd the age of 34-years. The relaxation	1 Must be a graduate from any recognized University or retired Judicial/DLSA employees 2 Excellent verbal and written communication	Contract Basis	Rs.15,000/-

			of maximum age limit in respect of SC/ST/BC/EWS is 5-years. 2) In case of retired employees, the candidate must not have completed age of 65-years	3 4 5	skills Word and data processing abilities The ability to work telecommunication systems (telephones, fax machines, switchboards, etc.,) Proficiency with good typing speed.		
03	Office Peon	01	As on 01.01.24 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.	7 th Class		Contract Basis	Rs.14,000/-

4. Depending upon the applications received, the undersigned will decide the method of selection. No personal information will be given to any individual, regarding the stage of selection.
5. Retired court staff or 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 qualify 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
 - e) Certificate in terms of Local/Non-Local candidature in terms of Presidential Order, 1975,
 - f) A self-addressed registered post cover with acknowledgement worth of Rs.30/- or a 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.

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 the applicant is liable for prosecution for furnishing such false information.
- vi) No information will be sent to the unnecessarily 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) Application received after 05.00 p.m. 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.

Place:- Jangaon,

Date: 22-03-2024.


**Chairman-cum-Principal District Judge,
District Legal Services Authority,
Jangaon.**

Copy to:-

- 1) All the Pr. District and Sessions Judges in 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 in the District Judiciary, Jangaon, with a request to cause display of the notification on the notice boards of their respective offices for wide publicity.
- 3) The District Collector, Jangaon
- 4) The District Employment Officer, Jangaon, with a request to cause the display of the notification on the notice boards of their respective offices for wide publicity.
- 5) The District Public Relation Officer, Jangaon, with a request to public the notification on the notice board as well as information centres located at various places to the District and to release the gist of the notification as a press release to both print and electronic media.
- 6) The Chairman/Office in-charge, Jilla Grandhalaya Samashta, Jangaon, with a request to public the notification on the notice board of the libraries under your control.
- 7) The District System Assistant, Jangaon, with a direction to upload the notification in the official website.

APPLICATION FORM

Affix Recent colour
Passport size photograph
duly attested by
Gazetted Officer

APPLICATION FOR THE POST OF _____

Ref:- Notification No.01/2024, dated: -03-2024

1	NAME OF THE APPLICANT WITH SURNAME (as per Certificate)	
2	FATHER'S NAME / HUSBAND'S NAME	
3	DATE OF BIRTH, Age as on 01.01.24 (proof should be enclosed)	
4	Educational Qualifications (proof should be enclosed)	
5	Technical Qualifications (proof should be enclosed)	
6	POSTAL ADDRESS WITH PINCODE	
7	MOBILE NUMBER	
8	COMMUNITY (proof should be enclosed)	
9	Whether belongs to (proof should be enclosed)	PH - () ESM - ()
10	Local Employment Exchange Registration Number with date of last renewal (proof should be enclosed)	
11	Previous Experience, if any	
12	Involved in any Criminal Cases (if Yes, Give details thereof)	
13	Filed or defending any civil cases / if so furnish details like case number, name of the court, stage of the case, etc.,	
14	For Retired Judicial/DLSA Employee: 1) Date of Retirement: 2) Copy of retirement proceedings / PPO to be enclosed 3) Any punishment awarded during 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.

Place:

Date:-

SIGNATURE OF THE CANDIDATE