

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, K B ASIFABAD

NOTIFICATION NO. 02 /2024

CALLING FOR APPLICATIONS FOR THE FILLING THE FOLLOWING POST OF

1. OFFICE ASSISTANT/CLERK.

**TO WORK IN THE OFFICE OF THE
"LEGAL AID DEFENSE COUNSEL SYSTEM" AT KB ASIFABAD.**

LAST DATE FOR RECEIPT OF APPLICATIONS: Dt: 18-04 - 2024

As per the Legal Aid Defense Counsel System Modified Scheme 2022 formulated by the National Legal Service Authority, for providing legal aid assistance and representation in criminal matters in line with the Telangana State Legal Services Authority has opened "Legal Aid Defense Counsel System" at KB Asifabad.

S. No	NAME OF THE POST	SCOPE OF WORK
1	Office Assistant /Clerk •Educational Qualification: Graduation. • Basic word processing skills and the ability to operate computer and skills to feed data. • Typing speed of 40 WPM. • Ability to take dictation and entering data. •File maintenance and processing knowledge.	 - Keeping updated record of legal aided cases, • Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions. • Maintaining complete files of legal aided cases and keeping file with proper index in a Systematic manner. • Typing applications, petitions, appeals etc., - Doing ministerial work related to cases such as filing applications for copies of Orders, judgments etc., • Any other task assigned by the Chief Legal Aid Defense Counsel, - Any work/duty assigned by the Legal Services Authority,

2. Vacancy of Post:

As per the directions of the Hon'ble Executive Chairman, Telangana State Legal Services Authority, Hyderabad following post will be filled up on contract basis

for a period of one year on monthly salary, with a stipulation of extension on yearly basis upon satisfactory performance. Details of post called for are as follows:

Sl.No.	Post called for	No. of Vacancy
1	OFFICE ASSISTANT/CLERK	01
	TOTAL	01

CONDITIONS :-

- 1.As on 01-01-2024 a candidate must have completed the age of (18)years and must not have completed the age (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. The relaxation in respect of Ex. Servicemen will be as per rule 12 (1)(c)(i) of Telangana State and subordinate Services Rules.

4. Salaries:

The salary will be paid as per the "Legal Aid Defense Counsel Systems - Modified Scheme-2022" which is as follows:

SL.No.	Post	Monthly Salary (Rs.)
1	OFFICE ASSISTANT/CLERK	Rs. 20,000/-

5. Leave entitlement:

- The Office Assistant/Clerk, shall be eligible for 12 days leave in calendar year on pro-rata basis.
- No remuneration for the period of absence in excess of the admissible leave will be paid to the human resource of The Office Assistant/Clerk , Un-availed leave shall neither be carried forward to next year no encashed.

6. Discharge/ Termination of Contract Service:

Services of any human resource/staff engaged in the office of Legal Aid Defense Counsel can be terminated at any time, without any prior notice in the following cases:

- He/She substantially breaches any duty or service required in the office.
- Seeks or accepts any pecuniary gains from the legal aid seekers or beneficiary or his friend or relative.
- Charged or Convicted for any offence
- Indulges in any type of political activities.

- Found incapable of rendering professional services of the required standards.
- Indulges in activities prejudicial to the working of legal aid defense counsel office.
- Using his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/herself or others.
- Acts in breach of code of ethics.
- Remains absent without leave for more than two weeks.

NOTE: The person engaged as a The Office Assistant/Clerk, shall perform their duties with utmost good faith and subject to monitoring by the District Legal Services Authority and Telangana State Legal Services Authority.

7. The applications complete in all respects accompanied by self attested copies of relevant academic records, testimonials etc., shall reach the Chairperson. District Legal Services Authority, KB Asifabad, Court Complex, on or before 18-11-2024.
8. The applicants are permitted to submit the applications either directly or through post & shall be super scribed as" APPLICATION FOR ENGAGEMENT AS OFFICE ASSISTANT/ CLERK ".
9. Applications received beyond the date so fixed will be rejected.
10. Authority reserves its right to reject incomplete applications or applications for want of furnishing full information as per the notification or if it is found that the information furnished are false.


 Chairman-cum-Principal District & Sessions Judge,
 District Legal Services Authority,
 KB Asifabad
 CHAIRMAN
 District Legal Services Authority
 K.B. ASIFABAD.

Copy to:

1. All the Judicial Officers with a request to display on the Notice Board.
2. The President, Bar Association, KB Asifabad with a request to display on the Notice Board of Bar Association.
3. The District Collector, KB, Asifabad with request to affix it in Notice Board.
4. The Superintendent of Police, KB, Asifabad with request to affix it in Notice Board.

APPLICATION FORM

Affix latest
passport size
photograph duly
attested by a
Gazetted Officer

Application for the posts of Office Assistant /Clerk

1. Name of the applicant :
(in capital letters)
2. Father's name/Husband's Name :
3. Date of Birth and Age :
(as on 01-07-2023)
4. Address for Correspondence :
5. Permanent Address :
6. Whether belongs to category :
OC, OC (hearing impaired)
(Open), OC (Locomotor
disability or Cerebral Palsy) (W),
OC (Blindness or Low Vision)
(Open), BC-A, BC-B, BC-C,
BC-D, BC-E, SC and ST
7. Village, Mandal and District :
which the applicant belongs and
particulars of residence for the
last 5 years.
8. LOCAL :
9. QUALIFICATIONS :
10. Previous experience if any :
rendered in Government Service.
11. Involved in any Criminal cases :
(if yes, give details thereof).

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.

Station:
Date:

SIGNATURE OF THE APPLICANT.