

**DISTRICT LEGAL SERVICES AUTHORITY,
KUMURAMBHEEM ASIFABAD**

NOTIFICATION NO. 01 /2025

CALLING APPLICATIONS FOR FILLING OF THE POST OF **OFFICE PEON**
(MUNSHI/ATTENDANT) / ON CONTRACT BASIS PURELY ON TEMPORARY BASIS.

TO WORK IN THE OFFICE OF THE
"LEGAL AID DEFENCE COUNSEL SYSTEM" AT KB ASIFABAD

LAST DATE FOR RECEIPT OF APPLICATION: 03-12-2025 AT 5.00 PM.

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

Sl. No.	NAME OF THE POST AND ELIGIBILITY	SCOPE OF WORK
1.	<u>Office Peon (Munshi/Attendant)</u> • Must have passed 7th class Examination or equivalent examination <u>candidate who failed 10th class will be considered eligible.</u> • <u>Those who have higher qualification shall not be considered eligible.</u> • Candidate who are having knowledge in <u>special skills such as Electrical, Plumbing, Driving... etc.,</u> will be given priority. • Only <u>Local Candidates</u> will be considered as eligible.	• General work of Office Subordinate, • Cleaning the office before the commencement of office hours. Ensuring that all place in the office are kept clean, • Bringing and serving water, beverages to the visitors in the office. Carrying dak etc., • Any other work assigned by the Legal Services Authority.

1. Vacancy of Post:-

As per the directions of the Hon'ble Executive Chairman, Telangana State Legal Services, Hyderabad, the 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 is as follows:

Sl. No.	Post called for	No. of Vacancy	Monthly Salary (Rs.)
1	OFFICE PEON (MUNSHI/ATTENDANT)	1	14,000/-

2. Conditions:-

1. As on 01.07.2025 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. The relaxation in respect of Ex. Servicemen will be as per rule 12(1)(c)(i) of Telangana State and Subordinate Services Rules.

3. Leave entitlement:-

- The Office Peon (Munshi/Attendant) shall be eligible for 12 days leave calendar year on pro-rata basis.
- No remuneration for the period of absence in excess of the admissible will be paid to the human resource of the Office Peon (Munshi/Attendant). Un-availed leave shall neither be carried to next year nor encashed.

4. Discharge/ Termination of Contract Service:-

Services of any human resource/staff engaged in the office of Legal Aid Defence Counsel can be terminated at any time, without any prior notice in the follow 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.
- Failure to attend training programs without any sufficient cause.
- Indulges in activities prejudicial to the working of legal aid defense counsel office.
- Using his/her position in legal aid defense counsel office to 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 Office Peon (Munshi/Attendant) shall perform their duties with utmost good faith and subject to monitoring by the District Legal Services Authority and Telangana State Legal Services Authority.

5. The application complete in all respects accompanied by self attested copies of relevant academic records, testimonials etc., shall reach the Office of District Legal Services Authority, KB Asifabad, Court Complex.

6. The applicant is permitted to submit the applications either directly or through post shall be superscribed as APPLICATION FOR ENGAGEMENT AS OFFICE PEON (MUNSHI/ATTENDANT)".

Applications received beyond the date so fixed will be rejected.

7. 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 is false.


28/11/21
PrI.District and Sessions Judge
-cum-Chairman
District Legal Services Authority
KB Asifabad.

Copy to:

- 1.All the Judicial Officers with a request to display on the Notice Boards.
- 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 Peon(Munshi/Attendant)

1. Name of the Applicant :
(in capital letters)
2. Father's name/Husband's Name :
3. Date of Birth and Age :
(as on 01-07-2025)
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