Dis.No.129 /DLSA/2025.   Date:06.02.2025

GOVERNMENT OF TELANGANA
DISTRICT LEGAL SERVICES AUTHORITY
MEDCHAL-MALKAJGIRI
District Court Complex,
Medchal-Malkajgiri– 500062,Ph: 040-27112625
E-Mail : dlsamedchalmalkajgiri@gmail.com

NOTIFICATION No. 01/2025

NOTIFICATION FOR RECRUITMENTOF STAFF FOR THE OFFICE OF THE LEGAL AID DEFENCE COUNSEL SYSTEM, DISTRICT LEGAL SERVICES AUTHORITY, MEDCHAL-MALKAJGIRI DISTRICT (ON CONTRACT BASIS)

Applications are invited from the eligible candidates for recruitment of the Post (on contract basis) in the cadre of Office Assistant/ Clerk and Receptionist-cum-Data Entry Operator in the Office of the Legal Aid Defence Counsel System, District Legal Services Authority, Medchal-Malkajgiri District.

Name of the post	No. of post	Age Limit	Educational qualification	Remuneration
Office Assistant/ Clerk in LADCs Office	01	As on 01.01.2025 the candidate must not have completed the age of 34 years. The relaxation of maximum age limit in respect of BC, SC & ST is 39 years.	Graduation and excellent verbal and written communication skills, word and data processing abilities, proficiency with good typing speed of 40 WPM.	Rs.20,000/-
Receptionist-cum-Data Entry Operator	01	-do-	Graduation and excellent verbal and written communication skills, word and data processing abilities, proficiency with good typing speed.	Rs.15,000/-

How to apply	Application along with Bio-data (in the enclosed Proforma) shall be submitted through Registered Post/ Courier in the name of "DISTRICT LEGAL SERVICES AUTHORITY, MEDCHAL-MALKAJGIRI-500062".and also directly in the office of the District Legal Services Authority, Medchal-Malkajgiri, District Court Complex at Kushaiguda by 5PM on Or before 19·02·2025 .

Method of selection	Depending upon the applications received, the undersigned will decide the method of selection. No personal intimation is given to any individual regarding any stage of selection.
Retired Court Staff/ Outsourcing DLSA Employees/Contractual Personnel	Preferable for retired Court Staff or DLSA employees including experienced outsourced/ contractual personnel

PRL. DISTRICT JUDGE / CHAIRMAN
DISTRICT LEGAL SERVICES AUTHORITY
MEDCHAL-MALKAJGIRI DISTRICT.

To
1) The District Collector, Medchal-Malkajgiri District.
   (with a request to affix in Notice Board)

2) The District Employment Officer,
   Medchal-Malkajgiri District.
   (with a request to affix in Notice Board)

3) The Notice Board of all the Courts in the Court
   Complex, Medchal Malkajgiri, Kushaiguda.

4) The Notice Board of the Bar Association,
   Medchal- Malkajgiri.

5) The Notice Board of this Authority.

APPLICATION FORM

APPLICATION FOR THE POST OF: _____

(CONTRACT BASIS)

> Affix recent Color Photograph and duly attested by Gazetted Officer

1.	NAME OF THE APPLICANT WITH SURANAME (In full with capital letters)	
2.	FATHER'S NAME/HUSBAND'S NAME (In capital letters)	
3.	DATE OF BIRTH (Proof should be enclosed)	
4.	POSTAL ADDRESS:	
5.	MOBILE.NO.	
6.	NATIVE PLACE WITH DISTRICT (Proof should be enclosed)	
7.	Community	
8.	Whether belongs to	PH ( ) VH ( ) HH ( ) Ex.SM( )
9.	Whether belongs to	
10.	Local Employment Exchange Registration Number with date of last renewal	
11.	Previous experience, if any,	
12.	Involved in any Criminal cases (if yes,Give details thereof)\	
13.	Local/Non-Local (Attested copies of relevant certificates Should be enclosed for proof)	
14.	Working in State/Central Government (if so, the particulars)	

SIGNATURE OF THE CANDIDATE

DECLARATION

I hereby declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination/ interview/ appointment, action can be taken against me by the authority. I have read the provisions in the notification carefully and I hereby undertake to abide by them.

I further declare that I fulfill all the conditions of eligibility regarding the age limit/education qualifications etc., prescribed for appointment to the post to which I am applying.

SIGNATURE OF THE CANDIDATE

Station:

Date: