

DISTRICT LEGAL SERVICES AUTHORITY, WARANGAL.

NOTIFICATION No. 01 /2025

**FOR THE POSTS OF OFFICE ASSISTANT
TO WORK IN THE "LEGAL AID DEFENSE COUNSEL SYSTEM"**

LAST DATE FOR RECEIPT OF APPLICATIONS: 03-06-2025

**APPLICATIONS SHALL BE SUBMITTED THROUGH POST/COURIER
ONLY. APPLICATIONS WILL NOT BE ACCEPTED PERSONALLY.**

1. The scope of work:

- (A) As per the Legal Aid Defense Counsel System – Modified Scheme 2022 formulated by National Legal Service Authority, a "Legal Aid Defense Counsel System" is functioning Warangal. To work in this Office as Office Assistant/Clerk, applications are invited from eligible candidates.
- (b) The Office Assistant shall keep updated record of Legal Aid Cases and upload the updated record/progress of the Legal Aid Cases on NALSA Portal and Digital platforms as per directions, shall maintain complete files of Legal Aid cases and keeping files with proper index in a systematic manner, shall type applications, petitions, appeals etc. and attend ministerial work related to cases such as filing applications for copies of orders, judgments etc., and also attend all duties assigned to receptionist-cum-Data Entry Operator.

2. Vacancy position:

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

3. Selection procedure:

After the receipt of applications, a fair, transparent and competitive selection process will be adopted by DLSA under the Chairmanship of the Principal District and Sessions Judge (Chairperson, DLSA). The selected candidate shall have to execute an agreement with the Authority.

4. Qualifications:

The following are the qualifications prescribed for the OFFICE ASSISTANT / CLERK

A)	ELIGIBILITY FOR OFFICE ASSISTANT/CLERK:
	• Educational Qualification: Graduation. • Basic word processing skills and the ability to operate computer and skills to feed data. • Typing : English Higher. If higher candidates are not available, Typing in English lower grade will be considered. • Ability to take dictation and prepare files for presentation in the Courts. • File maintenance and processing knowledge.
Age:	The applicant must have completed 18 years and must not completed 34 years as on 01-09-2025. Age relaxation to the BC/SC/ST etc will be given as per Rules.

4. Remuneration :

Sl.No.	Post	Monthly remuneration (in Rs.)
1	OFFICE ASSISTANT / CLERK	Rs.20,000/- per month

5. Leave entitlement:

- The Office Assistant/Clerk shall be eligible for 15 days leave in calendar year on pro-rate 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 nor encashed.

6. Termination of 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 offense.
- Indulges in any type of political activities.
- Found incapable of rendering professional services of the required standards.
- Failure to attend training programmes 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 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 appointed as Office Assistant/Clerk shall perform their duties with utmost good faith and subject to monitoring by the District Legal Services Authority, Warangal and Telangana State Legal Services Authority.

The applications complete in all respects accompanied by attested copies of relevant academic records, testimonials etc., shall reach the Chairperson, District Legal Services Authority, Court Complex, Warangal before the last date.

Applications sent through post shall be superscribed as **APPLICATION FOR APPOINTMENT AS OFFICE ASSISTANT /CLERK ”**.

Applications received beyond the date so fixed will be rejected. This Office is not responsible for Postal/Courier delay.

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.

All communications, such as date of Test, selection process and other relevant information will be shared through District Court Official Website only. No personal information will be shared to any candidate.


CHAIRPERSON,

District Legal Services Authority,

Warangal.

27/5/2025

To

The System Administrator,

Prl. District Court, Warangal, with a direction to upload on the Official Website of the District Court, Warangal.

Dis No: 652

**APPLICATION FOR THE POST OF OFFICE ASSISTANT/CLERK
IN LADCS, WARANGAL**

Notification No. 01/2025

Photo with
Gazetted
Signature

1	Name of the applicant with surname	
2	Father's name	
3	Date of Birth & Age (Proof should be enclosed)	
4	Educational Qualifications	
5	Technical qualifications	
6	Postal address	
7	Mobile Number	
8	Community (Proof should be filed)	
9	Whether belongs to Physically Handicapped category	
10	Local employment exchange registration number	
11	Previous experience	
12	Involved in any Criminal Cases ?	
13	Filed or defending any Civil Case. If so furnish particulars	

I solemnly declare that the above information is true and correct to the best of my knowledge. If any found to be false, action may be taken against me.

Station
Date:

Signature