

# OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY WARANGAL

**NOTIFICATION No. 01 /2026.**

Dis.No. 224 /DLSA/2026.

Date: 10/2/2026

## CALLING FOR APPLICATION FOR THE POST OF

Name of the Post	Vacancies
OFFICE PEON/ ATTENDANT	01

## TO WORK IN THE LEGAL AID DEFENSE COUNSEL SYSTEM

**LAST DATE FOR RECEIPT OF APPLICATIONS: 18/2/26 at 5.00pm.....**

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

### 1. The scope of work:

(A) The Office Peon/Attendant shall attend the following Work:

- Cleaning the office before the commencement of office hours.
- Ensuring that all places in the office are kept clean.
- Bringing and serving water beverages to the visitors in the office.
- Carrying dak, misc, work etc...
- Any other work assigned by Legal Services Authority.

## 2. Vacancy of Posts:

As per the directions of the Hon'ble Executive Chairman, Telangana State Legal Services authority, Hyderabad following posts will be filled up on tenure basis for a period of two years on monthly salary, with a stipulation of extension on yearly basis upon satisfactory performance.

## 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(Chairman, DLSA). After approval by the Executive Chairman, SLSA, engagement contract shall be executed between the Secretary, DLSA and the person so engaged.

## 4. Qualifications:

The following qualifications are prescribed for the **OFFICE PEON/ATTENDANT**.

A)	<b>ELIGIBILITY FOR OFFICE PEON/ATTENDANT</b>
	● Educational Qualification: Must pass 10 <sup>th</sup> class or equivalent.

## 5. Salaries:

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

Sl.No	Post	Monthly Salary (in Rs.)
1	<b>OFFICE PEON (ATTENDANT)</b>	<b>Rs. 14,000 per month</b>

## 6. Leave entitlement:

- The Office Peon/Attendant Shall be eligible for 12 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 Peon(Attendant) Un-availed leave shall neither be carried forward to next year nor en-cashed.

## 7. 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 programme 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 Peon(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.*

Applications sent through post shall be superscribed as **APPLICATION FOR “APPOINTMENT AS OFFICE PEON/ ATTENDANT”**.

1. No means of Applications shall be entertained other than post.
2. Applications received beyond the last date will be rejected.
3. All the certificates should be attested by the Gazetted officer.
4. Attested copies (3 sets ) of Certificates should be submitted at the time of interview.

Authority reserves all rights 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.

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*15/07/2026*  
**CHAIRPERSON,**  
District Legal Services Authority,  
Warangal.

**APPLICATION FOR THE POST OF OFFICE PEON/ATTENDANT FOR LADCS.  
WARANGAL**

Notification No. ○ | /2026.

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**APPLICATION FORMAT**

1.	Name of the applicant with Surname	
2.	Father 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 No.	
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.

Place:  
Date:

**Signature of the Applicant.**