

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, MANCHERIAL

Notification No. 01/2024, Dated:08.08.2024.

FOR RECRUITMENT OF STAFF ON CONTRACT BASIS FOR LEGAL AID DEFENSE COUNSEL SYSTEM, DISTRICT LEGAL SERVICES AUTHORITY, MANCHERIAL

1. OFFICE ASSISTANT / CLERK
2. RECEPTIONIST-CUM-DATA ENTRY OPERATOR (TYPIST)
3. OFFICE PEON (MUNSHI / ATTENDANT)

LAST DATE FOR RECEIPT OF APPLICATIONS :24-8-2024

As per the Legal Aid Defense Counsel System - Modified Scheme 2022 formulated by National Legal Services 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 Defence Counsel System" at Mancherial.

The Scope of Work:

A) Office Assistant/Clerk shall attend the following work:

The Office Assistant shall keep updated record of Legal Aid Cases and upload the updated record / progress of the Legal aid Cases and 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, judgements etc., and also attend the other task assigned by Chief Legal Aid Defence Counsel and work / duty assigned by District Legal Services Authority and shall also attend all duties assigned to Receptionist -cum- Data Entry Operator.

B) The Receptionist-cum-Data Entry Operator shall attend the following work:

- . Greeting clients and visitors and answering visitor inquiries
- . Answering and routing incoming calls on a multi-line telephone system
- . Scheduling and routing legal aid seekers
- . Maintaining the waiting area, lobby or other office areas
- . Scanning, photocopying, faxing
- . Collecting and routing mail and hand-delivered packages
- . Answering face - to - face enquires and providing information when required
- . Uploading, at the initial point, legal aided cases on NALSA portal and other platforms and updating the information from time to time.
- . Any work / duty assigned by Legal Services Authority



C) Office peon (Munshi / Attendant) shall attend the following work:

- . General work of MTS, Munshi or Peon
- . Cleaning the Office before the commencement of office hours
- . Ensuring that all the places in the office are kept clean
- . Bringing and Serving water, beverages to the visitors in the office
- . Carrying dak, mis. 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 contract basis for a period of One Year on monthly salary, with a stipulation of extension on yearly basis upon satisfactory performance.

Details of posts called for are as follows:-

Sl.No.	Posts Called for	No.of Vacancy
01	OFFICE ASSISTANT / CLERK	01
02	RECEPTIONIST -CUM- DATA ENTRY OPERATOR (TYPIST)	01
03	OFFICE PEON (MUNSHI / ATTENDANT)	01

3. SELECTION PROCEDURE:

After the receipt of applications, a fair and transparent selection process will be adopted by DLSA under the Chairmanship of (Hon'ble Prl.District and Sessions Judge) will decide the method of selection no personal information will be given to any individual regarding any stage of selection.

4. QUALIFICATION :

The following separate qualifications are prescribed for the OFFICE ASSISTANT (CLERK), RECEPTIONIST -CUM- DATA ENTRY OPERATOR (TYPIST), OFFICE PEON (MUNSHI / ATTENDANT).

A)	<p>ELIGIBILITY FOR OFFICE ASSISTANT / CLERK:</p> <ul style="list-style-type: none"> . Educational Qualification : Must be graduate from any recognized University. . Basic work processing skills and the ability to operate computer and skills to feed data. . Good Typing Speed with proper setting of petition. . Ability to take dictation and prepare files for presentation in the Courts . File maintenance and processing knowledge
B)	<p>ELIGIBILITY FOR RECEPTIONIST -CUM- DATA ENTRY OPERATOR:</p> <ul style="list-style-type: none"> . Educational Qualification : Must be graduate from any recognized University. . Excellent verbal and written communication skills . Word and data processing abilities . The ability to work telecommunication systems (telephones, fax machines, switch boards etc)

	. Proficiency with good typing speed
C)	ELIGIBILITY FOR OFFICE PEON (MUNSHI / ATTENDANT):
	. Minimum qualification is 7 th Class.

AGE: As on 01-06-2024 the applicant must not have age of 34 years and relaxation of limit in respect of SC/ST/BC/EWS is 5 years in all above posts.

5. Salaries:

The Honorarium / Salary will be paid as per the "Modified Scheme 2022" Legal Aid Defence Counsel System for providing legal aid, assistance and representation in criminal matters in line with "Public Defender System", which is as follows:

S.No	Post	Monthly Salary (Rs.)
01.	OFFICE ASSISTANT / CLERK	Rs. 20,000/- p.m.
02.	RECEPTIONIST-CUM-DATA ENTRY OPERATOR (TYPIST)	Rs. 15,000/- p.m.
03.	OFFICE PEON (MUNSHI / ATTENDANT)	Rs.14,000/- p.m.

6. Leave Entitlement :

. The Office Assistant / Clerk, Receptionist -cum- Data Entry Operator (Typist) and Office Peon (Munshi / Attendant) shall be eligible for 15 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, Receptionist -cum- Data Entry Operator (Typist) and Office Peon (Munshi / Attendant). Unavailed leave shall neither be carried forward to next year no encashed.

7. Termination of Service :

Services of any human resources / 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 appointed as the Office Assistant / Clerk, Receptionist -cum- Data Entry Operator (Typist) and 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.

The application complete in all respects accompanied by self-attested copies of relevant academic records, testimonials etc., shall reach the Chairperson, District Legal Services Authority, Dist. Court Complex, Mancherial **on or before 24-08-2024 at 5.00 p.m.** through by Register post/Ordinary Post.

The applicants are permitted to submit the applications either directly or through post shall be superscribed as APPLICATION FOR "**APPOINTMENT AS OFFICE ASSISTANT / CLERK, RECEPTIONIST-CUM-DATA ENTRY OPERATOR (TYPIST), OFFICER PEON (MUNSHI / ATTENDANT)**".

Applications received beyond the date so fixed will be rejected.

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.

The Undersigned reserves the right to cancel the notification, at any stage without assigning any reason thereof without prior intimation.

The Notification with guidelines and Application format are placed in official Website of Mancherial District i.e. <https://districts.ecourts.gov.in/Mancherial>.


Chairman-cum-Principal District Judge
District Legal Services Authority
Mancherial.

To

1. All the Judicial Officers at Mancherial District with a request to display on the Notice Board
2. The District Collector, Mancherial
3. The District Employment Officer, Mancherial with a request to cause the display of the notification on the notice boards of their respective officers for wide publicity.
4. The District Public Relations Officer, Mancherial (with a request to public the notification on the notice board as well as information centers located at various places in the District and to release the gist of the notification as a press release to both print ad electronic media)
5. The Chairman/ office incharge, Jilla Grandhalaya, Mancherial (with a request to public the notification on the notice board of the libraries under your control)
6. The District System Assistant, Mancherial with a direction to upload the notification in the official website.

Copy submitted to: The Member Secretary, Telangana State Legal Services Authority, Hyderabad for favour of information.



**OR APPLICATION FOR THE POST OF _____
IN THE OFFICE OF LEGAL AND DEFENCE COUNSEL SYSTEM, MANCHERIAL**

01	Name of the Applicant (in Block Letters)		Recent passport size photo be affixed duly attested by the gazetted officer be affixed
02	Father /Husband Name		
03	Address along with Mobile Number	Temporary Address	Permanent Address
04	Phone No.		
05	Nationality		
06	Religion		
07	Caste (with sub caste) (if any proof be filed)		
08	Whether physical handicapped, if yes, proof be filed	Yes / No	
09	Age as on 01.06.2024		DD MM YY
10	Qualification (Proof be filed) Educational and Technical		
11	Previous work experience, if any (Proof be enclosed)		
12	Whether any criminal cases are registered / pending against the applicant, if so furnish details		
13	Any other relevant information		

I have read the details of the notification before furnishing the information and understood and I do hereby declare that the above-mentioned information is true & correct and I have not suppressed any information. If the furnished information is found not correct or false or suppression noticed in future, I am for criminal action.

Enclosures:

Signature of the Candidate

