



**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
MULUGU**

NOTIFICATION No. 1/2024

CALLING FOR APPLICATION FOR THE POSTS OF

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

**TO WORK IN THE
“LEGAL AID DEFENSE COUNSEL SYSTEM” MULUGU**

LAST DATE FOR RECEIPT OF APPLICATIONS :26-03-2024 UP TO 5:00 P.M

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 Mulugu.

2. The Scope of Work:

A) The Office Assistant shall attend the following work:

- Keeping updated record of legal aided cases.
- Uploading the updated record/progress of the legal aided cases on NALSA portal
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
- Typing bail applications, petitions etc.
- Doing ministerial work related to cases such as filing applications for copies of orders, judgement etc.
- Any other task assigned by the Chief Legal Aid Defense Counsel.
- Any work/duty assigned by Legal Services Authority.

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 enquiries and providing information when required
- Uploading, at the initial point , legal aided cases on NALSA portal & 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 ,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 contract basis for a period of **One Year** on monthly remuneration with a stipulation of extension on yearly basis upon satisfactory performance.

Details of posts called for are as follows:

Sl.No.	Name of Post	No.of Posts	Remuneration
1.	Office Assistant/Clerk	01	Rs. 20,000/- P.M
2.	Receptionist-cum- Data Entry Operator(Typist)	01	Rs. 15,000/- P.M
3.	Office Peon(Munshi/Attendant)	01	Rs. 14,000/- P.M

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 Chairman DLSA(Hon'ble Principal District and Sessions Judge) by way of oral interview to be conducted by Hon'ble Chairman and the Secretary, DLSA. The decision of Hon'ble Chairman shall be final. After approval by the

Executive Chairman, SLSA, engagement contract shall be executed between the Secretary, DLSA and the person so engaged.

AGE LIMIT:

- 1) As on 01-07-2024 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 in (5) years and in case of candidates with physical disabilities they shall be given age relaxation of (10) years.

EDUCATIONAL QUALIFICATIONS::

Sl.No.	Post	Qualification
01	Office Assistant/Clerk	Must be a Graduate from any recognized University Basic word processing skills and the ability to operate computer. Typing speed of 40 WPM. Ability to take dictation and entering data file maintenance and processing knowledge.
02	Receptionist-cum-Data Entry Operator(Typist)	Must be a Graduate from any recognized University. Excellent verbal and written communication skills. Word processing abilities. The ability to work telecommunication skills. (telephones, fax machines, switchboards etc) Proficiency with good typing speed.
03	Office Peon (Munshi/Attendant)	7 th class

5. 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). Un-availed leave shall neither be carried forward to next year no encased.

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 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 applications shall be sent in a sealed cover addressed to the Chairperson-cum-Principal District and Sessions Judge, District Legal Services Authority, Mulugu by mentioning the post applied for and send the same by way of post or by way of courier. The **Application forms will not be entertained either directly or in person.**

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

M. S. Jyoti 15/3/2024
Chairman-cum-Principal District Judge,
District Legal Services Authority,
Mulugu. *8*

M
15/3

Copy to:

1. All the Judicial Officers in Mulugu Unit, with a request to cause display of the notification on the Notice boards of their respective courts for wide publicity.
2. The District Collector, Mulugu with a request to cause display of the notification on the Notice boards of their respective offices for wide publicity.
3. The Secretary, District Legal Services Authority, Mulugu.
4. The District Employment Officer, Mulugu.
5. The President, Bar Association, Mulugu (with a request to display on the Notice Board of Bar Association).
6. The System Officer/Computer Assistant of District, Mulugu with instructions to upload the notification in the Official Website.
7. Notice Board of Principal District and Sessions Judge, Mulugu.

Copy to:

The Member Secretary, Telangana State Legal Services Authority, Hyderabad.

APPLICATION FOR THE POST OF _____

Ref: District Legal Services Authority, Mulugu Notification

No.01/2024, dated:15.03.2024.

Affix latest passport
size photograph duly
attested by Gazetted
Officer

PROFORMA

01. Full Name of the Applicant :
02. Father's / Husband's Name :
03. Date of Birth :
04. Age (as on 01.07.2024) :
05. Caste/ Category :
06. Gender :
07. Nationality :
08. Religion :
09. Educational Qualifications
A)Academic :
B)Technical :
C)Other (if any) :
10. Previous Experience (if any) :
11. Local/Non - Local :
12. Permanent Address :
13. Address for correspondence :
14. Mobile Number :
15. Email Address if any :

DECLARATION

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.

Place:

Signature of the applicant

Date: