



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

**NOTIFICATION No. 02/2024, Dated:12.08.2024**

**CALLING FOR APPLICATION FOR THE POSTS OF**

1. OFFICE ASSISTANT/ CLERK
2. OFFICE PEON (MUNSHI/ATTENDANT)

**FOR RECRUITMENT OF STAFF ON CONTRACT BASIS  
TO WORK IN THE OFFICE OF THE  
"LEGAL AID DEFENSE COUNSEL SYSTEM" AT MULUGU**

**LAST DATE FOR RECEIPT OF APPLICATIONS : 17-08-2024 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 Defense Counsel System" at Mulugu.

**1. The Scope of Work:**

**A. The Office Assistant shall attend the following work:**

- Keeping updated record of legal aid cases.
- Uploading the updated record/progress of the legal aid cases on NALSA portal
- Maintaining complete files of legal aid 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, judgment etc.
- Any other task assigned by the Chief Legal Aid Defense Counsel.
- Any work/duty assigned by Legal Services Authority.

**B. 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 the Post	No. of Posts	Remuneration
1.	Office Assistant/Clerk	02	Rs. 20,000/- P.M
2.	Office Peon(Munshi/Attendant)	02	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 Chairperson, DLSA (Hon'ble Principal District and Sessions Judge). Depending upon the applications received the undersigned will decide the method of selection. No personal information will be given to any individual regarding any stage of selection. The decision of Hon'ble Chairperson, DLSA shall be final.

## 4. EDUCATIONAL QUALIFICATIONS:

Sl.No.	Post	Qualification
1.	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.
2.	Office Peon (Munshi/Attendant)	7 <sup>th</sup> class

## Documents to be enclosed to the application:

- ✓ Certificates of academic qualifications such as marks list, Pass Certificates, Provisional Certificates, testimonials and other certificates to prove their technical efficiency, if any.
- ✓ Date of Birth Certificate.

- ✓ Community Certificate in case of SCs/STs/BCs/EWs issued by the competent authority.

### **AGE LIMIT:**

- 1) As on 01-07-2024 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.

### **5. Leave Entitlement:**

- The Office Assistant/Clerk and Office Peon (Munshi/Attendant) shall be eligible for 12 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 and Office Peon (Munshi/Attendant). 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 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

### **INSTRUCTIONS:**

1. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in filling the application.
2. No TA/DA will be paid for the journey performed in connection with the appointment.
3. Mere applying to the posts will not give any right to any candidate to be selected.

4. Persons applying for more than one post, the undersigned reserves the right to select such person to any of the posts applied.
5. The Individuals shall apply separate application for every Post applied.
6. No information will be sent to the unsuccessful candidates after declaring the successful candidates.
7. The undersigned reserves the right to cancel the notification, at any stage, without assigning any reason thereof without prior intimation.
8. Applications with insufficient information will summarily be rejected.
9. The candidates shall furnish their phone numbers for correspondence to be made.
10. No correspondence will be entertained in any respect.

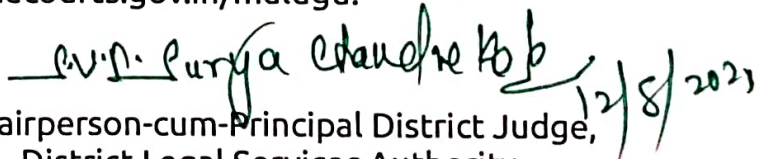
**NOTE:** The person appointed as the Office Assistant/Clerk and Office Peon (Munshi/Attendant) shall perform their duties with utmost good faith and subject to monitoring by the District Legal Services Authority and Telangana State Legal Services Authority.

The applications shall be sent in a sealed cover addressed to the **Chairperson, District Legal Services Authority, Mulugu, Court Complex, on or before 17-08-2024 at 05:00 P.M** by mentioning the post applied for and send the same by way of post or by way of courier. **The Applications will not be entertained either directly or in person.**

Applications received after 5:00 P.M. on 17-08-2024 will not be accepted.

**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>.

  
Chairperson-cum-Principal District Judge,  
District Legal Services Authority,  
Mulugu.

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 Project Officer Integrated Tribal Development Agency (ITDA), Eturnagaram with a request to cause display of the notification on the Notice boards of their respective offices for wide publicity.
5. The District Employment Officer, Mulugu, with a request to cause display of the notification on the Notice boards of their respective offices for wide publicity.
6. The District Public relations Officer, Mulugu, with a request to Public the notification on the Notice board as well as notification to release Press to both Print & Electronic Media.
7. The President, Bar Association, Mulugu (with a request to display on the Notice Board of Bar Association).
8. The System Officer/Computer Assistant of District, Mulugu with instructions to upload the notification in the Official Website.

Copy to:

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

APPLICATION FOR THE POST OF \_\_\_\_\_

Ref: District Legal Services Authority, Mulugu Notification

No.02/2024, dated: 12.08.2024.

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: