

Grantalaya

**OFFICE OF DISTRICT LEGAL SERVICES AUTHORITY:JOGULAMBA
GADWAL**

NOTIFICATION

Dis No. ⁸⁸/Admn/2024, Dated: 19.03.2024.

Sub:-DLSA, Jogulamba Gadwal- Recruitment - Appointment of Supporting staff i.e. Office Assistant/Clerk, Receptionist-cum-Data Entry Operator and Office peon to the Legal Aid Defense Counsel Office in DLSA, Jogulamba Gadwal- Notification Issued -Regarding.

Ref:-1)Hon'ble TSLSA, Hyderabad Lr. ROC No. 886/TSLSA/2024, dated: 06.03.2024.


...

Applications are invited to fill up the following posts on **contract basis** on consolidated pay as per Rule 9 of the Telangana State and Subordinate Rules, 1996 for a period of **One Year** or any date before that date or they can be continued till further orders, as fixed by the appointing authority from time to time in the Court of Legal Aid Defense Counsel Office in DLSA, Jogulamba Gadwal from eligible candidates for the posts of Office Assistant, Data Entry Operator, Office Peon. The last date for submission of applications to this office being 27.3.2024 by 5.00P.M, in a sealed cover by super scribing the post details applied by the applicant and addressed to the Principal District Judge and Chairman, DLSA, Jogulamba Gadwal and the same shall be sent by way of Registered Post/Speed Post or by way of any authorized courier service. No application forms shall be entertained either directly or in person.

Sl.No.	Name of the Post	No. of Posts	Consolidated remuneration per month (in Rs.)
1	Office Assistant	1	Rs. 20,000/- p.m
2	Data entry Operator	1	Rs. 15,000/- p.m
3	Office Peon	1	Rs. 14000/- p.m

AGE LIMIT:-

1	As on 01.07.2023 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 is 5 years and in case of candidates with physical disabilities they shall be given age relaxation of 10 years.


19/3/24
Principal District Judge and Chairman,
District Legal Services Authority,
Jogulamba Gadwal

1. Qualification for Office Assistant/Clerk:

- * Graduation
- * Basic work 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. Qualification for Receptionist-cum-Data Entry Operator

- * Graduation
- * Excellent verbal and written communication skills
- * Word processing abilities
- * The ability to work telecommunication systems (telephone, fax machines, switch boards etc.)

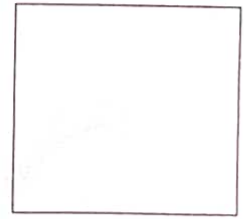
3. Qualification for Office Peon:

- * 7th class

To:

1	All the Judicial Officers in the Jogulamba Gadwal unit is request to cause the display of the notification on the notice boards of their respective courts.
2	The Collector, Jogulamba Gadwal, with a request to to cause the display of the notification on the notice board of your office.
3	The District Employment Officer, Jogulamba Gadwal
4	The District Public Relation Officer, Jogulamba Gadwal (with a request to publish the notification on the notice board as well as the information centers located at various places in the District and to released the gist of notification as a "Press Release" to both print and electronic media)
5	The Chairman/ Officer-in-charge, Zilla Grandalaya Samstha, Jogulamba Gadwal District with a request to cause the display of the notification on the notice board of libraries under your control.
6	The System Officer of District Court, Jogulamba Gadwal with instructions to upload the notification in the Official website.
7	Notice Board of Prl. District Court, Jogulamba Gadwal
8	The Legal Reporters
9.	Stock file

APPLICATION FORM



APPLICATION FOR THE POST OF _____

Ref:Notification No.1/2024, dated:19.03.2024

1.	Name of the Applicant with surname(as per Certificate)	
2.	Father's Name/Husband's Name	
3.	Date of Birth & Age as on 1.1.24 (proof should be enclosed)	
4.	Educational Qualifications (Proof to be enclosed)	
5.	Technical Qualifications (Proof to be enclosed)	
6.	Postal Address with Pin code	
7.	Mobile Number	
8.	Community (Proof should be enclosed)	
9.	Whether belongs to (Proof should be enclosed)	PH () Ex.Service Men ()
10.	Local Employment, Exchange Registration Number with date of last renewal (Proof should be enclosed)	
11.	Previous experience, if any	
12.	Involved in any Criminal Cases (If yes, give details thereof)	

SIGNATURE OF THE CANDIDATE

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.

SIGNATURE OF THE CANDIDATE

STATION:

DATE: