

**DISTRICT LEGAL SERVICES AUTHORITY: JAYASHANKAR BHUPALPALLY**

**NOTIFICATION No.01/2024**

Dis.No. 291

Date: 13/08/2024

**RECRUITMENT OF STAFF ON CONTRACT BASES IN THE OFFICE OF LEGAL AID  
DEFENCE COUNSEL SYSTEM, DISTRICT LEGAL SERVICES AUTHORITY,  
JAYASHANKAR BHUPALPALLY.**

1. Applications are invited from the eligible candidates of Jayashankar Bhupalpally District up to 5:00 p.m., on 21-08-2024 in the Prescribed format enclosed herewith for the appointment to the below mentioned posts in the office of Legal Aid Defence Counsel System, District Legal Services Authority, Jayashankar Bhupalpally, initially **for a period of one year** or any date before the date or they can be continued till further orders or the need ceases, as fixed by the under signed.
2. The applications are invited through Registered Post/Courier only in a sealed cover addressed to the Hon'ble Chairman, District Legal Services Authority, District Court Buildings, Jayashankar Bhupalpally - 506169.
3. The Educational Qualification, Age Limit, Reservation, Remuneration fixed etc., are here below mentioned.

Sl. No.	Name of the Post	No. of Posts	Age Limit	Qualification	Mode of recruitment	Remuneration
01.	Office Assistant	02	As on 01.07.2024 candidate must not have completed the age of 34 years. The relaxation of maximum age limit in respect of SC/ST/BC/EWS is 5 years.	<ol style="list-style-type: none"><li>1. Must be a graduate from recognized University.</li><li>2. Basic word processing skills and the ability to operate computer and skills to feed data.</li><li>3. Good Typing speed with proper setting of petition.</li><li>4. Ability to take dictation and prepare files for presentation in the Courts.</li><li>5. File maintenance and processing knowledge.</li></ol>	Contract Basis	20,000/- P.M.

02.	Office Peon (Munshi / Attendant)	02	As on 01.07.2024 candidate must not have completed the age of 34 years. The relaxation of maximum age limit in respect of SC/ST/BC/ EWS is 5 years.	Minimum qualification is 07 <sup>th</sup> Class Pass or equivalent.	Contract Basis	14,000/- P.M.
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4. Depending upon the application received, the undersigned will decide the method of selection. No personal information will be given to any individual regarding any stage of selection.
5. The skill test and Interview will be conducted on 23-08-2024 at 10.30A.M. onwards in the DLSA Hall of District Court premises, Jayashankar Bhupalpally by the selection committee basing on merits only and as per Presidential Orders, 2018.
6. No person shall be eligible for appointment to the post unless he/she satisfies the following conditions.
- That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
  - That his/her character and antecedents are such as to disqualify him/her for such service; and
  - He/she is a citizen of India.
7. Documents to be enclosed to the application by the provisionally selected candidates:
- Certificate of academic qualifications such as marks list, Pass Certificates, Provisional Certificate, Testimonials and other certificates to prove their technical efficiency, if any.
  - Date of birth Certificate.
  - Community Certificate in case of SCs/STs/BCs issued by the competent authority.
  - Employment Registration Card (if available)
  - Certificate in terms of Local/Non-Local candidature in terms of Presidential Order, 1975.
  - A self-addressed registered post cover with acknowledgment worth of Rs. 30/- or as fixed by the Postal Department for RPAD.
8. INSTRUCTIONS:
- 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.
  - No TA/DA will be paid for the journey performed in connection with the appointment.

- iii. Mere apply to the posts will not give any right to any candidate to be selected.
- iv. All rights are reserved with the undersigned to reject the application at any stage, if the claim is found to be false and the appointment shall be liable to be cancelled if any information therein is found to be false at any later stage and the applications are liable for prosecution for furnishing such false information.
- v. No information will be sent to the unsuccessful candidates after declaring the successful candidates.
- vi. The undersigned reserves the right to cancel the notification, at any stage, without assigning any reason thereof without prior intimation.
- vii. Applications received after 5:00 pm on 21/08/2024 will not be accepted and applications will not be accepted in person by hand.
- viii. Applications with insufficient information will summarily be rejected.
- ix. The candidate shall furnish their phone numbers for correspondence to be made.
- x. No correspondence will be entertained in any respect.

NOTE: This scheme of engagement along with application form may be downloaded from the official website of District Judiciary, Jayashankar Bhupalpally (Website: <http://bhupalpally.dcourts.gov.in>) and also the notice board of DLSA concerned.

Place: Jayashankar Bhupalpally,  
Dated: 13/08/2024.

  
13/08/2024  
Chairman,

District Legal Services Authority,  
Jayashankar Bhupalpally. ✓

To

1. All the Judicial Officers of Jayashankar Bhupalpally Unit to cause the display of the notification on the notice boards of their respective courts.
2. The District Employment Officer, Jayashankar Bhupalpally with a request to cause the display of the notification on the notice boards of their respective offices for wide publicity.
3. The District Public Relation Officer, Jayashankar Bhupalpally with a request to publish the notification in all the News Papers.

APPLICATION FOR THE POSTS OF OFFICE ASSISTANTS &  
OFFICE PEONS (MUNSHI/ ATTENDANT).

Application for the post of:

1. Name of the Applicant:
2. Father's /Husband's Name:
3. Date of Birth:
4. Age (As on 01.07.2024):
5. Caste/ Category:
6. Sex:
7. Nationality:
8. Religion:
9. Educational Qualifications:
10. Previous Experience, if any:
11. Local/ Non local:
12. Permanent Address:

Recent Photograph

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.

Station:  
Date:

Signature of the applicant