

DISTRICT LEGAL SERVICES AUTHORITY: HANUMAKONDA

NOTIFICATION No. 02/2024

Dis.No. H29
Dt: 13-08-2024

RECRUITMENT OF STAFF ON CONTRACT BASES FOR LEGAL AID DEFENCE COUNSEL SYSTEM DISTRICT LEGAL SERVICES AUTHORITY, HANUMAKONDA

1. Applications are invited from eligible candidates of Hanumakonda District up to 5:00 p.m., on 19-08-2024 in the Prescribed format enclosed herewith for the appointment to the below mentioned post in the office of Legal Aid Defence Counsel System, District Legal Services Authority, Hanumakonda, 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 can be sent in Sealed cover addressed to the Secretary, DLSA, Court Buildings, Hanumakonda – 506001 by mentioning the post.
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.	1. Must be a graduate from recognized University. 2. Basic word processing skills and the ability to operate computer and skills to feed data. 3. Good Typing speed with proper setting of petition. 4. Ability to take dictation and prepare files for presentation in the Courts. 5. File maintenance and processing knowledge.	Contract Basis	20,000/- P.M.
02.	Receptionist -Cum-Data Entry Operator	01	As on 01.07.2024 candidate must not have completed the age of 34 years. The relaxation of	1. Must be a graduate from recognized University. 2. Excellent verbal and written communication skills.	Contract Basis	15,000/- P.M.

			maximum age limit in respect of SC/ST/BC/EWS is 5 years.	3. Word and data processing abilities. 4. The ability to work tele-communication systems (telephones, fax machines, switchboards etc.,).		
03.	Peon	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 10 th Class Pass or equivalent.	Contract Basis	14,000/- P.M.

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 24-08-2024 at 10.30A.M. onwards in the Conference Hall of District Court premises (Ten courts building), Hanumakonda.
6. No person shall be eligible for appointment to the post unless he/she satisfies the following conditions.
 - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
 - ii. That his/her character and antecedents are such as to disqualify him/her for such service; and
 - iii. He/she is a citizen of India.
7. Documents to be enclosed to the application by the provisionally selected candidates:
 - a) Certificate of academic qualifications such as marks list, Pass Certificates, Provisional Certificate, Testimonials and other certificates to prove their technical efficiency, if any.
 - b) Date of birth Certificate.
 - c) Community Certificate in case of SCs/STs/BCs issued by the competent authority.
 - d) Employment Registration Card (if available)


- e) Certificate in terms of Local/Non-Local candidature in terms of Presidential Order, 1975.
- f) A self-addressed registered post cover with acknowledgment worth of Rs. 30/- or as fixed by the Postal Department for RPAD.

8. INSTRUCTIONS:

- i. 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.
- ii. 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 alter 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 will not be accepted.
- 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 Hanumakonda (Website: <https://hanumakonda.dcourts.gov.in/>) and also the notice board of DLSA concerned.

Place: Hanumakonda,
Dated: 13/08/2024.


Chairman,
District Legal Services Authority,
Hanumakonda.

To

1. All the Judicial Officers of Hanumakonda Unit to cause the display of the notification on the notice boards of their respective courts.
2. The District Employment Officer, Hanumakonda 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, Hanumakonda with a request to publish the notification in all the News Papers.

APPLIATION FORM

Affix recent
colour passport
size photographs
duly attested by
Gazetted Officer

APPLICATION FOR THE POST OF _____

Ref: Notification No. ____/2024, dt. _____

01	Name of the applicant with Surname (as per Certificate)	
02	Father's Name/Husband's Name	
03	Date of Birth & Age as on 01.07.2024 (Proof should be enclosed)	
04	Educational Qualifications (Certificates to be enclosed)	
05	Technical Qualifications (Proof to be enclosed)	
06	Postal address with Pin code	
07	Mobile Number	
08	Community (Certificate to be enclosed)	
09	Whether belongs to Physically Handicapped (Certificate to be enclosed)	
10	Local Employment Exchange Registration Number with date of last renewal (proof to be enclosed)	
11	Previous experience, if any	
12	Involved in any Criminal cases (if yes, give details thereof)	
13	Filed or defending any civil cases, if so, furnish details like case number, name of the court, stage of the case etc.	
14	For Retired Judicial/DLSA Employees: 1) Date of Retirement proceedings/PPO to be enclosed 2) Any punishment awarded during service, if yes, to be noted:	

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: