



**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,  
BHADRADRI KOTHAGUDEM.**

**NOTIFICATION No. 1/2024**

**CALLING FOR APPLICATION FOR THE POSTS OF**

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

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

**LAST DATE FOR RECEIPT OF APPLICATIONS : 17 - 08 - 2024**

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 Bhadradi Kothagudem.

**The Scope of Work:**

A) The Office Assistant shall keep updated record of Legal Aid Cases and upload the updated record/ progress of the Legal aid cases on NALSA Portal and Digital Platforms as per directions, shall maintain complete files of Legal Aid Cases and keeping files with proper index in a systematic manner, shall type applications, petitions, appeals etc., and attend ministerial work related to cases such as filing applications for copies of orders, judgments etc., and also attend the other task assigned by Chief Legal Aid Defence Counsel and work/duty assigned by Legal Services Authority and shall also attend all duties assigned to Receptionist-cum-Data Entry Operator.

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 **Two Years** on monthly salary, with a stipulation of extension on yearly basis upon satisfactory performance.

Details of posts called for are as follows:

| Sl.No. | Posts called for                | No. of Vacancy |
|--------|---------------------------------|----------------|
| 1.     | OFFICE ASSISTANT/ CLERK         | 02             |
| 2.     | OFFICE PEON (MUNSHI/ ATTENDANT) | 02             |

**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.

**4. Qualification:**

The following separate qualifications are prescribed for the OFFICE ASSISTANT/ CLERK and OFFICE PEON (MUNSHI/ ATTENDANT).

|           |   |
|-----------|---|
| <b>A)</b> | <b>ELIGIBILITY FOR OFFICE ASSISTANT/CLERK:</b> <ul style="list-style-type: none"> <li>• Educational Qualification: Graduation</li> <li>• Basic word processing skills and the ability to operate computer and skills to feed data,</li> <li>• Good Typing Speed with proper setting of petition.</li> <li>• Ability to take dictation and prepare files for presentation in the courts</li> <li>• File maintenance and processing knowledge.</li> </ul> |
| <b>B)</b> | <b>ELIGIBILITY FOR OFFICE PEON (MUNSHI/ATTENDANT):</b> <ul style="list-style-type: none"> <li>• Minimum qualification is 10<sup>th</sup> Class Pass or equivalent</li> </ul>  |

**5. Salaries:**

The Honorarium/salary will be paid as per the "Circular ROC.No.1342/TLSA/AW/LADCS /2023, dated 17-03-2023 of the Hon'ble Telangana State Legal Services Authority, Hyderabad, which is as follows:

| Sl.No. | Post                           | Monthly Salary (Rs.)    |
|--------|--------------------------------|-------------------------|
| 1.     | OFFICE ASSISTANT/CLERK         | Rs. 20,000 /- per month |
| 2.     | OFFICE PEON (MUNSHI/ATTENDANT) | Rs. 14,000/- per month  |

Note: 10% of TDS from the salary shall be deducted as per IT Act.

**6. Leave Entitlement:**

- The Office Assistant/Clerk 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 and Office Peon (Munshi/Attendant). Unavailed leave shall neither be carried forward to next year nor encashed.

**7. 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

**8. Age Limit:**

As on 01-07-2024 the candidates must not have completed (34) years and must have completed (18) years. The age relaxation of maximum age limit is 5 years in respect of SCs/ STs/BCs and EWS candidates and 10 years in respect of Physically handicapped and for Ex-Servicemen.

**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 application complete in all respects accompanied by self attested copies of relevant academic records, testimonials etc., shall reach the Chairperson, District Legal Services Authority, Bhadradi Kothagudem, Court Complex, **on or before 17-08-2024 at 05.00 P.M.**

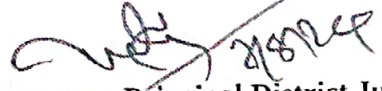
The applicants are permitted to submit the applications either directly or through post shall be superscribed as APPLICATION FOR "APPOINTMENT AS OFFICE ASSISTANT/ CLERK and OFFICE PEON (MUNSHI/ ATTENDANT)".

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 Bhadradi Kothagudem District i.e.

<https://kothagudem.dcourts.gov.in>

  
**Chairman-cum-Principal District Judge,**  
District Legal Services Authority,  
Bhadradi Kothagudem.

Copy to:

1. All the Judicial Officers at Bhadradi Kothagudem District (with a request to display on the Notice Board).
2. The District Collector, Bhadradi Kothagudem.
3. The President, Bar Association, Bhadradi Kothagudem (with a request to display on the Notice Board of Bar Association).

Copy to:

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

APPLICATION FOR THE POST-----  
 IN THE OFFICE OF LEGAL AID DEFENCE COUNSEL SYSTEM, BHADRADRI  
 KOTHAGUDEM

|    |   |                                    |  |
|----|---|------------------------------------|--|
| 1. | Name of the Applicant<br>(in Block Letters)                       |                                    | RECENT PASSPORT SIZE<br>PHOTO BE AFFIXED DULY<br>ATTESTED BY THE<br>GAZETTED OFFICER<br>BE AFFIXED |
| 2. | Father/ Husband Name  |                                    |  |
| 3. | Address along with<br>Mobile Number                               | Temporary Address with<br>cell No. | Permanent Address<br>(Proof be filed) with cell<br>No.   |
| 4. | Date of Birth<br>(Proof be filed)                                 |                                    | Nationality:<br><br>Religion:  |
| 5. | Caste (With sub Caste),<br>(if any proof be filed)                |                                    | Whether Physical<br>Handicapped,<br>if yes proof be filed<br>Yes/ No.                              |
| 6. | Age as on 01/7/2024   | DD                                 | MM YY  |
| 7. | Qualification<br>(Proof be filed)<br>Educational and<br>Technical |                                    |  |

|     |   |  |
|-----|---|--|
|     |   |  |
| 8.  | Previous work experience, if any (Proof be enclosed)  |  |
| 9.  | Whether any Criminal cases are registered/ pending against the applicant, if so furnish details |  |
| 10. | Any other relevant information  |  |

I have read the details of the notification before furnishing the information and understood and I do hereby declare that the above mentioned information is true & correct and I have not suppressed any information. If the furnished information is found not correct or false or suppression noticed in future, I am for criminal action.

Signature of the Candidate

Enclosures

- 1.
- 2.
- 3.