



**OFFICE OF DISTRICT LEGAL SERVICES AUTHORITY,
NYAYA SEVA SADAN, COURT PREMISES, SANGAREDDY**

NOTIFICATION

DLSA/SRD/No. 02 / 2025 DATED: 07 /04/2025

CALLING FOR APPLICATION FOR THE POSTS OF

1. RECEPTIONIST -CUM- DATA ENTRY OPERATOR

**In the “LEGAL AID DEFENSE COUNSEL SYSTEM OFFICE,
SANGAREDDY”**


LAST DATE FOR RECEIPT OF APPLICATIONS: 21/04/2025

Applications are invited from the eligible candidates for recruitment of the Posts (on contract basis) in the cadre of Receptionist cum Data Entry Operator in the office of the Legal Aid Defence Counsel System, Sangareddy.

Name of the Post	No. of Posts	Age Limit	Qualifications	Salary
Receptionist cum Data Entry Operator in LADCS Office, Sangareddy.	1	As on 01.04.2025 the candidate must not have completed the age of 34 years. The relaxation of maximum age limit in respect of BC, SC & ST is 5 years and in case of candidates with physical disabilities they shall be given age relaxation of 10 years. The relaxation of maximum age limit	1) Graduation 2) Excellent verbal and written communication skills. 3) Word and data processing abilities. 4) Ability to work telecommunication systems (telephones, fax machines,	Rs.15,000/- p.m.

		in respect of Ex-Servicemen will be as per Rule 12(1)(c) of Telangana State and Subordinate Services Rules.	switchboards, etc.) 5) Proficiency with good typing speed.	
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How to apply	::	Application along with Bio-data(in the enclosed proforma) shall be submitted through Registered Post/Courier in the name of "CHAIRMAN-cum-PRL.DISTRICT & SESSIONS JUDGE, DISTRICT LEGAL SERVICES AUTHORITY, SANGAREDDY-502001" and also directly in the office of the District Legal Services Authority, Sangareddy by 5 PM on or before <u>21</u> /04/2025.
Method of selection	::	Depending upon the applications received, the undersigned will decide the method of selection. No personal intimation will be given to any individual regarding any stage of selection.
Copies of Documents to be enclosed to the application.	::	1) Academic Certificates, Marks List, other any certificates to prove their professional skills. 2) A self address registered postal cover duly stamped with acknowledgement. 3) Two recent passport size photographs of the individual duly attested by a Government Gazetted Officer, one to be affixed on the application at the specified space and another to be securely stitched to the application.


 Principal District and Sessions Judge
 cum-Chairman,
 District Legal Services Authority,
 Sangareddy

APPLICATION FORM

APPLICATION FOR THE POST OF : _____

Photo

1	Name of the Applicant (in full with capital letters)	:	
2	Father / Husband's Name	:	
3	Date of Birth (Proof should be enclosed)	:	
4	Postal Address along with Aadhar	:	
5	Contact Number	:	
6	Native Place with District (Proof should be enclosed)	:	
7	Category	:	
8	Whether belongs to	:	PH () VH () HH () Ex.SM ()
9	Previous experience if any	:	

SIGNATURE OF THE CANDIDATE

DECLARATION

I hereby declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination / interview / appointment, action can be taken against me by the Authority. I have read the provisions in the notification carefully and I hereby undertake to abide by them.

I further declare that I fulfil all the conditions of eligibility regarding the age limit / education qualifications etc. prescribed for appointment to the post to which I am applying.

SIGNATURE OF THE CANDIDATE

Station:

Date: