



**DISTRICT LEGAL SERVICES AUTHORITY, MEDAK**  
Nyayastanamula Samudayamu  
(Court Complex), Medak - 502110

Dis.No. 600 /DLSA/MDK/2024,

Date: 10 - 9 -2024.

**NOTIFICATION**

Sub:- DLSA MEDAK – Implementation of Legal Aid Defense Counsel System (LADCS) Scheme as per approved EFC Memorandum – Filling of Posts of (Two) Office Assistants/Clerk, (Two) Office Peon (Munshi/Attendant) – Notification – Issued – Regarding.

Ref:- ROC.No.3786/TLSA/2024, Dated:05-08-2024 of the Hon'ble Telangana State Legal Services Authority, Hyderabad.

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Applications are invited from the eligible candidates of Medak District up to 05:00 PM on or before 27/09/2024 to fill up the following posts on for a period of Two Years with a stipulation of extension on yearly basis on satisfactory performance or any date before the date or they can be continued till further orders, as fixed by the appointing authority from time to time, in the Legal Aid Defense Counsel System, Medak.

The applications shall be sent in a sealed cover addressed to the Chairperson-cum-Prl. District and Sessions Judge, District Legal Services Authority, Medak by mentioning the post applied for and send the same by way of post or by way of courier.  
The Application forms will not be entertained either directly or in person.

Sl. No.	Name of the Post	No.of Posts	Monthly Honorarium/Salaries Fixed by HEC
01	Office Assistant/Clerk	02	Rs.20,000/-
02	Office Peon(Munshi / Attendant)	02	Rs.14,000/-

**TERMS AND CONDITIONS:**

**AGE LIMIT:**

1. As on 01-09-2024 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 in (05) years and in case of candidate with physical disabilities they shall be given age relaxation of (10) years.

### EDUCATIONAL QUALIFICATIONS:

Sl. No.	Name of the Post	Qualification
01	Office Assistant/Clerks	Must be a Graduate from any recognized University Basic word 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.
02	Office Peon(Munshi/Attendant)	Must have passed between 7 <sup>th</sup> to 10 <sup>th</sup> class or its equivalent examination. But the candidate is having higher qualification than 10 <sup>th</sup> class shall not be considered as eligible.

### METHOD OF RECRUITMENT:

- 1) There will be a test in Typewriting regard to the technical efficiency for the post of Office Assistant/Clerk. For the post of Office Assistant/Clerk the qualified candidates will be called for oral interview.
- 2) In the event of applications received for the post of Office Assistant/Clerks, such applications will be short listed on the basis of marks obtained in the qualifying examination as per rules and qualified candidates will be called for oral interview.
- 3) Preference will be given to the local candidates for all the above post.

### ATTESTED COPIES OF DOCUMENTS TO APPLICATION BE ENCLOSED TO APPLICATION:

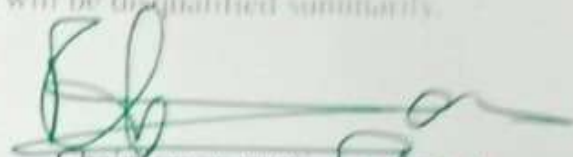
- a. Certificate of academic qualifications such as marks lists, pass certificate provisional certificate, testimonials and other certificates to prove their technical efficiency, if any.
- b. Date of Birth Certificate.
- c. Community Certificate in case of SCs/STs/BCs issued by the Competent Authority.
- d. Employment registration card.
- e. Certificate in respect of Local/Non-Local candidature in terms of Presidential Order, 1975.
- f. A Self addressed registered post cover with acknowledgment worth of Rs.25/- or as fixed by the Postal Department for RPAD.

## GENERAL INSTRUCTIONS:

### Period of Contract

Engaged on contract basis initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance.

1. No service rules shall be applicable other than noted above.
2. Applications received after 05:00 PM, on 27/09/2024 will not be accepted.
3. The contract appointment shall automatically cease to be in operation unless a fresh proposal is made and fresh contract is entered into.
4. For all the posts those who are having Higher academic and technical qualifications will be given due consideration.
5. No TA and DA will be paid for the journey performed in connection with the appointment.
6. Applications with sufficient information will be summarily rejected.
7. Applications received after the date stipulated time would not be accepted.
8. No correspondence will be entertained in any respect.
9. Candidates resorting to bring influence of any kind will be disqualified summarily.

  
Chairperson-cum-  
Prl. District & Sessions Judge  
District Legal Services Authority, Medak. 10/9/24.

To,

1. All the Judicial Officers in Medak Unit, with a respect to cause display of the notification on the Notice boards of their respective officers for wide publicity.
2. The District Collector, Medak with a request to cause display of the notification on the Notice Boards of their respective offices for wide publicity.
3. The Secretary, District Legal Services Authority, Medak.
4. The District Employment Officer, Medak.
5. The System Officer/Computer Assistant of District, Medak with instructions to upload the notification in the Official Website.
6. Notice Board of Prl. District & Sessions Judge, Medak.

PROFORMA

1. Full Name of the Applicant :
2. Father's / Husband's Name :
3. Date of Birth :
4. Age (as on 01-09-2024) :
5. Caste / Category :
6. Gender :
7. Nationality :
8. Religion :
9. Educational Qualifications  
a) Academic :
- b) Technical :
- c) Other (if any) :
10. Previous Experience (if any) :
11. Local / Non - Local :
12. Permanent Address :
13. Address for correspondence :
14. Mobile Number :

Attn: latest passport  
size photograph duly  
attested by Gazetted  
Officer

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.

Place:

Signature of the Applicant

Date: