



GOVERNMENT OF TELANGANA
DISTRICT LEGAL SERVICES AUTHORITY
DISTRICT COURT BUILDINGS, YADADRI-BHUVANAGIRI

NOTIFICATION NO. 5 /2024, Dated: .10.2024

FOR RECRUITMENT OF SUPPORTING STAFF ON CONTRACT BASIS
FOR LEGAL AID DEFENCE COUNSEL OFFICE,
DISTRICT LEGAL SERVICES AUTHORITY, YADADRI-BHUVANAGIRI

1. Applications are invited from the eligible local candidates of Yadadri-Bhuvanagiri District up to 5.00 p.m. on 17.10.2024 in the prescribed format enclosed herewith for appointment to the below mentioned posts in the Office of the Legal Aid Defence Counsel, District Legal Services Authority, Yadadri-Bhuvanagiri, 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 undersigned. Retired DLSA employees may also apply.
2. Interested candidates shall submit their applications along with attested copies of educational and technical qualifications either through registered/ speed post or personally in sealed cover addressed to the "DISTRICT LEGAL SERVICES AUTHORITY, COURT BUILDINGS, OPP. NEW BUS STAND, YADADRI-BHUVANAGIRI-508116." by mentioning for which post he/she is applying.
3. The educational qualifications, age limit, reservation, remuneration fixed etc. are herebelow mentioned.

S.No.	Name of the post	No. of Posts to be filled-up	Remuneration	Mode of employment	Qualifications
1.	Receptionist-cum-Data Entry Operator	1	Rs.15,000/-	Contract basis	1. Must have passed Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State or Provincial Act or an institution recognized by the University Grants Commission or any equivalent examination. 2. Must have passed Government Technical Examination in English Typewriting by Higher Grade (45 words per minute) or equivalent examination. 3. Must have knowledge or qualification in computer operation.

4. The candidate shall possess the aforesaid qualifications as on the date of the notification.
5. Retired DLSA employees may also apply.
6. Persons who have awarded any punishment for any misconduct in disciplinary proceedings while in service and if any involvement in criminal proceedings are not eligible for consideration.
7. 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 qualify him/her for such service; and
 - iii. He/she is a citizen of India.
8. Depending upon the applications received, the undersigned will decide the method of selection. No personal intimation will be given to any individual regarding the stage of selection.
9. If provisionally selected candidate does not join the post, the undersigned reserves the right to consider the next meritorious candidate for selection or may cancel the notification.

Last date for receipt of applications	:	17.10.2024
Certificate verification for the post of Receptionist-cum-Data Entry Operator	:	18.10.2024 from 10.30 a.m. onwards
Skill test for the post of Receptionist-cum-Data Entry Operator	:	19.10.2024 at 11.00 a.m.
Oral Interviews to the candidates for the post of Receptionist-cum-Data Entry Operator	:	19.10.2024 at 11.00 a.m.

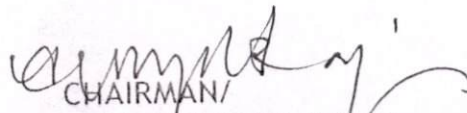
10. Documents to be enclosed to the application and original documents to be shown at the time of Certificate Verification on 18.10.2024 :
 - a) Certificate of academic qualifications such as marks list, Pass Certificates, Certificate, provisional Certificate, testimonials and other certificates to prove their technical efficiency, if any.
 - b) Date of Birth Certificate
 - c) Community Certificate in case of SCs/STs/BCs/EWs issued by the competent authority.
 - d) Employment Registration card

- e) Certificate in terms of Local/Non-Local candidature in terms of Presidential Order, 1975. For determining the local status of the applicant -
- (i) For regular students who have pursued their education from 4th class to 7th class in one District, those will be considered as local candidates to that respective District;
 - (ii) For any reason if the applicant has not pursued his/her studies from 4th class to 7th class in one District, study period of 1st class to 7th class will be considered and where they have pursued their studies for maximum period, those will be considered as local candidates to that District.
 - (iii) For the applicants who have directly appeared for SSC/10th examination as private candidates or studied in open school mode without pursuing regular continuous study, they have to submit the Residence Certificate from the concerned Tahsildar for seven (07) years preceding the year of passing 7th examination in the prescribed
- f) In case of retired employees, they shall produce a copy of retirement proceedings issued by the concerned Officer or copy of the Pension Payment Order (PPO) issued by the competent authority.

11. 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) Candidates those who are working elsewhere while applying for this Notification, should ensure that they have completed the notice period there and no further excuses will be given later.
- iii) No TA/DA will be paid for the journey performed in connection with the appointment.
- iv) Mere applying to the posts will not give any right to any candidate to be selected.
- v) 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 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.
- vi) No information will be sent to the unsuccessful candidates after declaring the successful candidates.
- vii) The undersigned reserves the right to increase or decrease the number of vacancies or cancel the notification, at any stage without assigning any reason whatsoever. No right will accrue by virtue of this Notification.
- viii) Applications received after 5.00 p.m. on 17.10.2024 will not be accepted.
- ix) Applications with insufficient information will summarily be rejected.
- x) The candidates shall furnish their phone numbers for correspondence to be made.
- xi) No correspondence will be entertained in any respect.

Bhuvanagiri
Date : .10.2024


CHAIRMAN/
PRL. DISTRICT & SESSIONS JUDGE
DISTRICT LEGAL SERVICES AUTHORITY
YADADRI-BHUVANAGIRI

To

- 1) All the Judicial Officers in the District Judiciary, Yadadri-Bhuvanagiri with a request to cause display of the notification on the notice boards of their respective courts for wide publicity.
- 2) The District Collector, Yadadri-Bhuvanagiri,
- 3) The District Employment Officer, Yadadri-Bhuvanagiri District with a request to cause the display of the notification on the notice boards of their respective offices for wide publicity.
- 4) The District Public Relations Officer, Yadadri-Bhuvanagiri (with a request to publicize the notification on the notice board as well as information centers located at various places in the District and to release the gist of the notification as a press release to both print and electronic media).
- 5) The Chairman/ Officer in-charge, Jilla Grandhalaya Samstha, Yadadri-Bhuvanagiri (with a request to public the notification on the notice board of the libraries under your control).
- 6) The District System Assistant, Yadadri-Bhuvanagiri with a direction to upload the notification in the official website.

Dt. No. 580/DLSA/2024

Dt. 09-10-2024

APPLICATION FORM

AFFIX RECENT
COLOUR
PASSPORT SIZE
PHOTOGRAPIL
DULY ATTESTED
BY GAZETTED
OFFICER

APPLICATION FOR THE POST OF _____

Ref : Notification No. _____ /2024, dated. _____

1.	NAME OF THE APPLICANT WITH SURNAME (as per Certificate)	
2.	FATHER'S NAME/HUSBAND'S NAME	
3.	DATE OF BIRTH & Age as on 1.1.2024 (proof should be enclosed)	
4.	Educational Qualifications (proof to be enclosed)	
5.	Technical qualifications (proof to be enclosed)	
6.	POSTAL ADDRESS WITH PINCODE	
7.	MOBILE NUMBER	
8.	COMMUNITY (proof should be enclosed)	
9.	Whether belongs to (proof should be enclosed)	PH () Ex SM ()
10.	Local Employment Exchange Registration Number with date of last renewal (proof should be enclosed)	
11.	Previous experience, if any. If so completed the period of notice and left the workplace completely.	
12.	Involvement 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 DLSA Employees : 1) Date of Retirement : 2) Copy of retirement proceedings/ PPO to be , enclosed 3) 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 can be taken against me.

Station:

SIGNATURE OF THE CANDIDATE