



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

NOTIFICATION

DLSA/SRD/No. 2 / 2024 DATED: 12 / 08 / 2024

CALLING FOR APPLICATION FOR THE POSTS OF

- 1. OFFICE ASSISTANT**
- 2. PEON**

**In the "LEGAL AID DEFENSE COUNSEL SYSTEM OFFICE,
SANGAREDDY"**

LAST DATE FOR RECEIPT OF APPLICATIONS: 22 / 08 / 2024

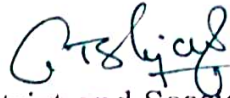
Applications are invited from the eligible candidates for recruitment of the Posts (on contract basis) in the cadre of Office Assistant/Clerk and Office Peon (Munshi/Attendant) in the office of the Legal Aid Defence Counsel System, Sangareddy.

Name of the Post	No. of Posts	Age Limit	Qualifications	Salary
Office Assistant/ Clerk in LADCS Office, Sangareddy.	2	As on 01.08.2024 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	1) Graduation 2) Basic word processing skills and ability to operate computer. 3) Typing speed of 40w.p.m. 4) Ability to take dictation and entering data. 5) File maintenance and processing	Rs.20,000/- p.m.

		maximum age limit in respect of Ex-Servicemen will be as per Rule 12(1)(c) of Telangana State and Subordinate Services Rules.	knowledge.	
Office Peon (Munshi/Attendant) in LADCS Office, Sangareddy.	2	As on 01.08.2024 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 in respect of Ex-Servicemen will be as per Rule 12(1)(c) of Telangana State and Subordinate Services Rules.	Must have passed 7 th Class examination and able to read and write Telugu.	Rs. 14,000/- p.m.

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>22</u> /08/2024.
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.

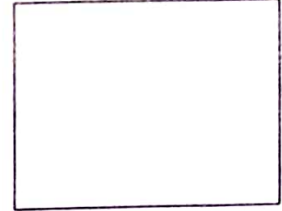
Copies of Documents to be enclosed to the application.	::	<ol style="list-style-type: none">1) Academic Certificates, Marks List, other any certificates to prove their professional skills.2) A self address registered postal cover duly stamped with acknowledgement.3) Two recent passport size photographs 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.
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Principal District and Sessions Judge
cum-Chairman,
District Legal Services Authority,
Sangareddy

APPLICATION FORM

APPLICATION FOR THE POST OF : _____



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: