

**DISTRICT LEGAL SERVICES AUTHORITY, JANGAON**

**NOTIFICATION No. 1 /2026**

**FOR THE POST OF OFFICE ASSISTANT**

**DATA ENTRY OPERATOR**

**PEON/MUNSHI  
TO WORK IN THE "LEGAL AID DEFENSE COUNSEL SYSTEM**

**LAST DATE FOR RECEIPT OF APPLICATIONS: 16/6/2026 5.00 PM.**

**APPLICATIONS SHALL BE SUBMITTED THROUGH POST.COUNRIER ONLY.  
APPLICATION WILL NOT BE ACCEPTED PERSONALLY**

(A) As per the Legal Aid Defense Counsel System-Modified Scheme 2022 formulated by National Legal Service Authority, A "Legal Aid Defense Counsel System" is functioning Jangaon. To work in this Office as Office Assistant/Clerk, Data Entry Operator/ Peion/Munshi, applications are invited from eligible candidates.

**1. The Scope of works:**

**(a) OFFICE ASSISTANT:-**

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 all duties assigned to receptionist-Cum-Data Entry Operator.

**(b) RECEPTIONIST-CUM-DATA ENTRY OPERATOR:-**

Greeting clients and visistors and asnwering visitor infquiries, answering and ruoting incoming calls on multi-line telephone system, scheduling and routing legal aid seekers, maintaining the waiting area, lobby or other office areas, scanning, photcopying, faxing, coolecting and routing mail alnd hand-delivered packages, answering face-to-face enquireies and providing information when required, uploading, at the intial point, legal aided cases on NALSA portal and updating the information from time to time, any work/duty assigned by Legal Services Authority.

**(c) OFFICE PEON (MUNSHI/ATTENDANT):-**

Cleaning the office before the commencement of office hours, ensuring that all places in the office are kept clean, bringing and serving water, bevarages to the visitors in the office, carrying dak etc, any other work assigned by Legal Services Authority.

2. VACANCY POSITION:-		NO OF VACANCY
SL.NO	POST	
1.	OFFICE ASSISTANT/CLERK	03
2.	RECEPTIONIST-CUM-DATA ENTRY OPERATOR	01
3.	OFFICE PEOPN(MUNSHI/ATTENDANT)	01

### 3. SELECTION PROCEDURE:-

After the receipt of applications, a fair, transparent and competitive selection process will be adopted by DLSA under the Chairmanship of the Principa District and Sessions Judge (Chairperson, DLSA). The selected candidate shall have to execute an agreement with the Authority.

### 4. QUALIFICATIONS:

(a) The following are the qualifications prescribed for the **OFFICE ASSISTANT/CLERK**.

- 1) Educational Qualification: Graduation
- 2) Basis word processing skills and the abilit to operate computer.
- 3) Typing speed of 40 WPM
- 4) Ability to take dictaton and entering data
- 5) File maintenance and processing knoweldge

**Age:-** The applicant must have completed 18-years and must not completed 34-years as on 01.05.2026. Age relaxation to teh BC/SC/ST etc., will be given as per Rules.

(b) The following are the qualifications prescribed for the **RECEPTIONIST-CUM-DATA ENTRY OPERATOR**.

- 1) Educational Qualification: Graduation.
- 2) Excellent verbal and written communicatoin skills
- 3) Word Processing abilities
- 4) The ability to work telecommunication systems (Telephone, fax machines, switchboards etc)
- 5) Proficiency with good typing speed

**Age:-** The applicant must have completed 18-years and must not completed 34-years as on 01.05.2026. Age relaxation to teh BC/SC/ST etc., will be given as per Rules.

(c) The following are the qualifications prescribed for the **OFFICE PEON (MUNSHI/ATTENDANT)**

- 1) 10<sup>th</sup> Class Pass
- 2) Keep the premises Clean and tidy
- 3) Any work assigned by the Legal Aid Defense Counsels and Supporting Staff

**Age:-** The applicant must have completed 18-years and must not completed 34-years as on 01.05.2026. Age relaxation to teh BC/SC/ST etc., will be given as per Rules.

5. **Remuneration:-**

Sl. No.	Name of the Post	Monthluy Remuneration (in Rs.)
01	OFFICE ASSISTANT/CLERK	Rs.20,000/-
02	RECEPTIONIST-CUM-DATA ENTRY OPERATOR	Rs.15,000/-
03	OFFICE PEON (MUNSHI/ATTENDANT)	Rs.14,000/-

5. **LEAVE ENTITLEMENT:**

- . The Office Assistant/Clerk, Data Entry Operator, Peon Munshi, shall be eligible for 12 days leave in calendar year on pro-rate 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, Data Entry Operator, Peon/Munshi Un-availed leave shall neither be carried forward no next year no En-cashed.

6. **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 offense.
- . Indulges in any type of political activities.
- . Found incapable of rendering professional service of the required standards.
- . Failure to attend training programmes without any sufficient cause.
- . 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.

**NOTE:**

The person appointed as Office Assistant/Clerk, Data Entry Operator, Peon/Munshi, shall perform their duties with utmost good faith and subject to monitoring by the District Legal Services Authority, Jangaon and Telangana State Legal Services Authority.

The applications complete in all respects accompanied by attested copies of relevant academic record, testimonials., etc., shall reach the Chairperson, District Legal Services Authority, court Complex, Jangaon before the last date.

Applications sent through post shall be superscribed as **APPLICATION FOR APPOINTMENT AS OFFICE ASSISTANT/CLERK, RECEPTIONIST-CUM-DATA ENTRY OPERATOR, PEON/MUNSHI**”.

Applications received beyond the date so fixed will be rejected. This Office is not responsible for Posta/Courier delay.

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.

All communications, such as date of Test, selection process and other relevant information will be shared through District Court Official Website only. No personal information will be shared to any candidate.

  
**CHAIRPERSON,**

District Legal Services Authority,  
Jangaon



Affix Recent colour

Passport size photograph  
duly attested by  
Gazetted Officer

**APPLICATION FOR THE POST OF**

Ref:- Notification No.02/2026, dated: -04-2026

1	NAME OF THE APPLICANT WITH SURNAME (as per Certificate)	
2	FATHER'S NAME / HUSBAND'S NAME	
3	DATE OF BIRTH, Age as on 01.01.2026 (proof should be enclosed)	
4	Educational Qualifications (proof should be enclosed)	
5	Technical Qualifications (proof should 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 - ( )          ESM - ( )
10	Local Employment Exchange Registration Number with daate of last renewal (proof should be enclosed)	
11	Previous Experience, if any	
12	Invovled 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 Judicial/DLSA Employee: 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 may be taken against me.

Place:

Date:-

**SIGNATURE OF THE CANDIDATE**

