

**OFFICE OF THE CHAIRPERSON, DISTRICT LEGAL SERVICES
AUTHORITY, NIZAMABAD**

Notn.Dis.No.111 /Estt./2020

Date: 28-01-2020.

In compliance with the letter Roc.No.13178/APSLSA/Estt/12, Dt.28-12-2012, Roc No. 13178/TLSA/Estt./14, dated. 27-11-2014 from the Hon'ble A.P.State Legal Services Authority, Hyderabad and ROC No. 2905/Esst./19, Dated:18-07-2019 from the Hon'ble Telangana State Legal Services Authority, Hyderabad, the Prl. District Judge-cum-Chairperson, District Legal Services Authority, Nizamabad, is pleased to issue the following Notification by **direct recruitment to the post of Record Assistant while cancelling the earlier Notification Dis.No. 903/Estt.2014, dated:10-12-2014.**

NOTIFICATION

I. Applications are invited for direct recruitment to the post of Record Assistant (02 Posts) from qualified candidates in the Unit of the Chairman/Chairperson, District Legal Services Authority, Nizamabad in the format annexed through a written test followed by interview.

II.

Sl. No	Name of Authority/ Committee	Name of the Post	Vacancies	Scale of pay (RPS, 2015)
1	Dist.Legal Services Authority, Nizamabad	Record Assistant	01 OC	Rs.15030-46060
		Record Assistant	01 BC-A	Rs.15030-46060

III. LAST DATE FOR RECEIPT OF APPLICATIONS: 24- 02 -2020, 5-00 P.M.

IV. QUALIFICATIONS:

- i) Must have passed S.S.C. Examination conducted by Telangana State Board of Secondary Education / Andhra Pradesh State Board of Secondary Education or its equivalent examination.
- ii) The candidate must have adequate knowledge of Telugu and English. (If candidates who have adequate knowledge of both the languages are not available, candidates who have adequate knowledge of any one of the languages may be selected)

V. AGE LIMIT :

As on 01-09-2019, the candidate must have completed the age of 18 years and must not have completed the age of **34 years.**

VI. RELAXATION OF AGE:

i). The age relaxation of maximum age limit in respect of SCs, STs and BCs is 5 years and in respect of physically handicapped is 10 years and Ex-Servicemen under rule 12 (c)(i) of A.P.State and Subordinate Services Rules, 1996.

ii). The Candidates who applied to the post of Record Assistant in the earlier **Notification Dis.No. 903 / Estt. / 2014, dated:10-12-2014** shall be considered with age relaxation.

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VII. EXAMINATION FEE:

The applications who belong to **OC and BC categories** have to pay an amount of **Rs.300/- (Rupees Three Hundred Only)** excluding applicable service charges towards processing fee/examination fee, where as the **SC & ST category** candidates have to pay an amount of **Rs.150/- (Rupees One Hundred and Fifty Only)**, excluding applicable service charges.

- i. The application/Examination fee have to pay thorough **“Demand Draft infavour of the Chairman, District Legal Services Authority, Nizamabad. “**
- ii. The application/Examination fee once paid will nit be refunded even if the application is rejected fro any reason, or the recruitment notification is cancelled for any reason.

VIII. METHOD OF RECRUITMENT:

A written test of the standard of S.S.C will be held. The successful candidates will have to appear for interview (Date of examination will be specified in the Hall Ticket)

IX. APPLICATION:

The applications shall be addressed to **the Chairperson, District Legal Services Authority, Nyaya Seva Sadan Building, District Court Complex, Nizamabad – 503 001**, and sent by registered post or by courier service duly superscribing the envelope with the name of the post applied for **“APPLICATION FOR THE POST OF RECORD ASSISTANT”** so as to reach the addressee **by 5-00 p.m** on or before the last date prescribed along with the enclosures.

X. DOCUMENTS TO BE ENCLOSED TO THE APPLICATION

(only attested copies need be enclosed):

1. Certificates of academic and technical qualifications such as marks lists, pass certificates, provisional certificate, testimonials and other certificates to prove their professional skills,if any.
2. Certificate evidencing date of birth.
3. Latest Community certificate of candidates issued by the competent authority (for those claiming reservation and age relaxation)
4. Employment registration card.
5. A self addressed long enveloped duly stamped with a postge of Rs.30/-.
6. Certificates in respect of Local/Non-local candidature in terms of Presidential Orders, 1975 i.e. Study Certification for four (4) years preceding the year of qualifying examination, (or) in case, they havenot studied in any institution, in the District during the above period of four years,residence certificate from the concerned M.R.O. for four years preceding the year of the qualifying examination in Annexure-I and residence certificate

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for four years preceding the year of issue of the certificate shall be produced in Annexure-II, in terms of G.O.Ms.No.729, GAD (SPF-A), Dept., dt.01.11.1975. If the certificates in proof of Local/Non-local candidature are not in accordance with these instructions, the applications will be rejected.

7. Three recent passport size colour photographs of the applicant duly attested by a Gazetted officer:
 - i. One to be affixed on the application.
 - ii. One to be affixed on the Original Hall Ticket.
 - iii. One to be affixed on Duplicate Hall Ticket.

XI. GENERAL INSTRUCTIONS:

1. Appointments will be made only on the basis of the Presidential Order issued under Article 371-D of the Constitution of India and subject to Rule of Reservation.
2. Applications are to be submitted only in the format prescribed duly filled in. Applications received in any other format will be summarily rejected.
3. The Applications received without proper attestation and sufficient information will be rejected.
4. Preference will be given to the candidates who possess higher qualifications and the candidates with computer knowledge.
5. The Chairman, District Legal Services Authority, Nizamabad reserves right to short-list the number of applications as per rules and instructions issued by the Telangana State Legal Services authority, Hyderabad.
6. In respect of candidates continuing on temporary basis short listing of their applications will be done on the basis of their performance during the period of their engagement.
7. Applications which do not contain necessary enclosures as detailed above will be rejected.
8. Applications received after due date will not be accepted.
9. No T.A. or D.A. will be paid to the candidates for the journey performed in connection with examination/interview.
10. This office is not responsible for any postal delay, delay caused by any other service like courier or delay in delivery, etc., and no correspondence will be entertained in any respect.
11. Candidates resorting to bring influence of any kind will be disqualified summarily.
12. The Chairman, District Legal services Authority, Nizamabad reserves right to increase or decrease the number of vacancies after issue of this notification, if necessary and withhold or

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cancel appointment in any vacancy/vacancies in pursuance of this notification, before appointment. The appointing Authority also reserves the right to cancel the notification without assigning any reason thereof.

13. The candidates appointed will be covered by the Contributory Pension Scheme.
14. The Chairman, District Legal Services Authority, Nizamabad is the ultimate authority to take any decision and his decision on any aspect in regard to recruitment against this notification shall be final.

CHAIRPERSON,
DISTRICT LEGAL SERVICES AUTHORITY,
NIZAMABAD

To

1. **The Member Secretary, Telangana State Legal Services Authority, Hyderabad** for information (with a covering letter).
2. **The District Social Welfare Officer(Schedule Caste), Nizamabad** (with a request to public the notification copy on the notice boards of all educational institutions/hostels, run and managed under your control).
3. **The District Social welfare Officer (Backward Classess) Nizamabad** (with a request to public the notification copy on the notice boards of all educational institutions/hostels, run and managed under your control).
4. **The District Tribal Welfare Officer (Schedule Tribe) Nizamabad** (with a request to public the notification copy on the notice boards of all educational institutions/hostels, run and managed under your control).
5. **The District Public Relations Officer, Nizamabad** (with a request to public the notification on the notice board attached to his office as well as the information centers located at various places in the District and to released the gist of notification as a "Press Release" to both print and electronic media).
6. **The Director, All India Radio Station, Ramanthapur, Hyderabad** (with a request to broadcast the gist of notification).
7. **The District Employment Officer, Nizamabad** (with a request affix the notification on the notice board and sponsor list of eligible candidates of the ratio of 1:10 enabling to send call letter for attending to the selection process).
8. **The Chairman/Officer-in-charge, Zilla Grandalaya Samstha, Nizamabad District** (with a request to publish the notification on the notice board of Libraries under your control).
9. **All the Chairmen, District Legal Services Authorities in the State,** (with a request affix on the notice board and to circulate notification copies to all the Courts under their control for display on the notice boards).
10. All the Judicial Officers in Nizamabad District are directed to display the notification of their respective Courts Notice Board.
11. The Notice Board of the District Court, Nizamabad.
12. The District Collector, Nizamabad (for display on the Notice Board).
13. The Legal Reporters, Eenadu, Vaartha, Andhra Jyothi, Andhra Prabha, Andhra Bhumi, Siasat (Urdu Daily), The Hindu and Deccan Chronicle.
14. One copy for Spare

DISTRICT LEGAL SERVICES AUTHORITY: NIZAMABAD
NOTIFICATION DIS.NO: _____/2020, Dt. _____.01.2020

APPLICATION FOR THE POST OF: **RECORD ASSISTANTS**

01.	Name of the Applicant (in capital Letters)	:	
02.	Father's/Husband's Name	:	
03.	Date of Birth and Age as on 01.09.2019	:	
04.	Permanent Address	:	
05.	Address for communication	:	
06.	Category to which the applicant belongs to OC/BC- A,B,C,D&E/SC/ST/PH/PH(VH)	:	
07.	Male / Female	:	
08.	Educational Qualifications		
	a)Academic	:	
	b)Technical	:	
	c)Others (if any)	:	
09.	Experience if any	:	
10.	Employment Registration No.& Date	:	

Signature of the Candidate

ORIGINAL

GOVERNMENT OF TELANGANA

DISTRICT LEGAL SERVICES AUTHORITY NIZAMABAD

HALL TICKET WRITTEN EXAMINATION FOR RECRUITMENT

TO THE POST OF _____

Pass Port Size
Photo Attested
by the
Gazetted
Officer

Hall Ticket Number:	
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01	Name of the Candidate	
02	Father's/Husband's Name	
03	Address for Correspondence	
04	Date & Time of Examination	
05	Examination Centre	

Signature of the Candidate

Signature of the Officer-
in-Charge

❖ (Note: Items No.1 to 3 shall be filled by the candidate)

DUPLICATE

GOVERNMENT OF TELANGANA

DISTRICT LEGAL SERVICES AUTHORITY NIZAMABAD

HALL TICKET WRITTEN EXAMINATION FOR RECRUITMENT

TO THE POST OF _____

Pass Port Size
Photo Attested
by the
Gazetted
Officer

Hall Ticket Number:	
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01	Name of the Candidate	
02	Father's/Husband's Name	
03	Address for Correspondence	
04	Date & Time of Examination	
05	Examination Centre	

Signature of the Candidate

Signature of the Officer-
in-Charge

❖ (Note: Items No.1 to 3 shall be filled by the candidate)