

Sl. No	Nomenclature of posts	Scale of Pay	No. of Posts	Job description
(1)	(2)	(3)	(4)	(5)
1.	Deputy Secretary in the cadre of Senior Civil Judge.	Own Scale of Pay (He shall be entitled special pay as admissible to officers of that grade)	1(One)	To render Secretarial assistance to the Member-Secretary of the State Authority.
2.	Assistant Secretary	27700-770-33090-920-40450-1080-44770/-	1(One)	To render Secretarial assistance to the Member-Secretary of the State Authority
3.	Accounts Officer	15600-39100-GP-5400	1(One)	To review and supervise the Account matters of State Authority & its field unit.
4.	Establishment Officer	9,300-34,800 plus G.P. of Rs.5400/-pm	1(One)	To remain in charge of Office Establishments.
5.	Superintendent Level-I	9,300-34,800/- G.P. Rs.4,600/-	2(Two)	To remain in overall charge of the work of Class III and Class IV employees. Besides, his primary duty shall be in relation to correspondence, maintenance of records, statistics and information of legal aid activities and dealing with urgent important matters, or, the duty as may be assigned by the Member Secretary.
6.	Superintendent, Level-II (Group-B)	9,300-34,800/- G.P. Rs.4,200/-	1(One)	He will perform the duties as assigned by the Member Secretary.
7.	Personal Assistant to the Member	9,300-34,800/- G.P. Rs.4,600/-	1(One)	He will function as the Personal Assistant to the

	Secretary (Group-C)			Member Secretary.
8.	Senior Stenographer to the Deputy Secretary	9,300-34,800/- G.P. Rs.4,200/-	1(One)	He will function as the Stenographer to the Deputy Secretary.
9.	Senior Assistant (One) Accounts knowing (Group-C)	9,300-34,800/- G.P. Rs.4,200/-	3 (Three)	(i) To remain in charge of legal aid applications and Lok Adalat. He will accompany to the Member Secretary or Deputy Secretary to the place of legal aid programmes like Lok Adalat and other legal aid activities like holding of para-legal training camps, Legal Literacy Camps, Seminars and Workshops, etc. As and when required. (ii) To remain in charge of statistics information, figures and progress report, library and accounts etc.
10	Junior Stenographer (Group-C)	5200-20,200 G.P. Rs.1900/-	1(One)	He will perform the duties as assigned by the Member Secretary.
11	Junior Assistant (Group-C)	5200-20,200 G.P. Rs.1900/-	6(Six)	1. To remain in charge of stationery, stock of furniture and forms, cash and vehicles. 2. To deal with District Authority, High Court/Taluk Committee's files and record 3. The duties as assigned

				by the Member-Secretary.
12	Senior Grade Typist (Group-C)	5200-20,200 G.P. Rs.2400/-	1(One)	To remain in charge of despatch & postal accounts or duties assigned by the Member Secretary.
13	Junior Grade Typist (Group-C)	5200-20,200 G.P. Rs.1900/-	1(One)	As prescribed for equivalent post in State Government Offices.
14	Junior Grade Diarist (Group-C)	5200-20,200 G.P. Rs.1900/-	1(One)	To maintain dairy & other relevant to the correspondence, received.
15	Driver (Group-C)	5200-20,200 G.P. Rs.1900/-	3(Three )	The duty provided for equal post in State Government Offices.
16	Peon	4,750-14,680/- plus G.P. Rs.1,500/-	5(Five)	To perform the duties as may be entrusted by the Member Secretary
17	Sweeper-cum-Watchman	- Do -	1(One)	He is to watch the office building and sweep the rooms of the office.