

NOTIFICATION NO. 01/2024

Sub : NOTIFICATIONS - Notification for recruitment to the Post of Outsource Record Assistant in MLSC under the Jurisdiction of DLSA., Vizianagaram - Issued.

- Read : 1. G.O.RT.No.1143, LAW (L A & J-Home Courts. A1) Dept., dt.04-06-2008.
2. Letter Roc.No. 2544-E1/APSLA/Estt./22, dt.15-06-2022 of the Hon'ble A.P. State Legal Services Authority.
3. Government Circular Memo No. GAD01-SUOMISC/31/2019-SU-I, dt.20-11-2019.
4. G.O.Ms.No.136, GA(SU.I) Dept., dt.04-11-2019 of the Government of Andhra Pradesh
5. G.O.Ms.No.126, GA(SU.I) Dept., dt.18-10-2019 of the General Administration (SU.1), Government of A.P.
6. Note file Order dt.12-03-2024 of the Principal District Judge-cum-Chairman, DLSA., Vizianagaram.

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Applications are invited in a closed cover for the post of Record Assistant on Out Sourcing basis initially for a period of one year from the date of joining in MLSC within the jurisdiction of DLSA., Vizianagaram covered under A.P. State Legal Services Authority Services Rules, 1999 r/w. A.P. State & Subordinate Services Rules carrying Remuneration - Rs.15,000/- (Rupees Fifteen Thousand only) per month. The last date for submission of applications is 30.3.24 by 05-00 PM.

S.No.	Name of the Post	No. of Posts	Roster point and Vacancy
01	Record Assistant on Out Source basis	01	07 - (SC)

I. EDUCATIONAL QUALIFICATIONS :

The applicant must possess 10th Class or Secondary School Certificate or its equivalent examination as per Rule 6 (h) of A.P. State Legal Service Authority Service Rules, 1999.

II. LINGUISTIC QUALIFICATION:

The applicant must possess an adequate knowledge of Telugu and English.

III. AGE LIMIT :

The applicant must have completed 18 years and must not have completed 42 years as per G.O. Ms.No.109, General Administration (SER.A) Dept., 10-10-2023, r/w. Rule 6 (c) of the A.P. State Legal Services Authority Service Rules, 1999.

Provided that the upper age limit of 42 years is relaxable by 5 years in respect of the persons under Scheduled Castes/Scheduled Tribes/Backward Classes and EWS.

Provided that the upper age limit of 42 years is relaxable by 10 years in respect of physically disabled persons.

Provided that the upper age limit of 42 years is relaxable for Ex-Servicemen as per Rule 12 (1) (c) (i) of A.P. State and Subordinate Service Rules, 1996.

IV. METHOD OF RECRUITMENT :

1. A Written Exam and or interview will be conducted depending upon the number of applications received and as per the directions of the Principal District Judge-cum-Chairman, District Legal Services Authority, vizianagaram
2. The decision of the Principal District Judge-cum-Chairman, District Legal Services Authority, Vizianagaram shall be final with regard to the recruitment process.
3. Merely attending and securing minimum qualifying marks will not vest any applicant with a right to be considered for the selection.
4. No person shall be eligible for appointment unless he/she satisfies the following conditions :
 - iv) That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the appointment.
 - v) That his/her character is such as to qualify him/her for such service.
 - vi) He/she must be citizen of India.

V. APPLICATION FEE :

---NIL---


VI. GENERAL INSTRUCTIONS :

1. The applicants shall indicate their local/non local status in the application.
2. Merely applying for a post will not give any right to any person to be considered for appointment.
3. A person in a bigamous marriage shall not eligible for appointment.
4. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment.
5. No person, who has been dismissed from a State or Central Government service or from the service of undertaking of Central or State Government or local or other Authorities shall be eligible for appointment.
6. No person, who has been convicted by a Court of Law for an offence involving moral turpitude, shall be eligible for appointment.
7. No TA and DA will be paid to the candidates who appear for written test and Interview.
8. Candidates resorting to or bringing any influence of any kind will be summarily disqualified and they are liable for prosecution as per Law.

(Contd..3..)

9. 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.
10. Correspondence will not be entertained by this Authority under any circumstances. Incomplete/incorrect application will summarily be rejected at any stage.
11. If suppression of information/furnishing of false information is noticed, either in the application or in the enclosures, at any stage before the final selection, the application of the candidate will summarily be rejected. In addition, the candidate will also be liable for appropriate action/prosecution as per Law.
12. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates in the written test and interview.
13. The applications with incomplete data, without photographs, without required enclosures, without self addressed cover with postal stamps, without signature in the application form will summarily be rejected.
14. The applications received after due date will summarily be rejected.
15. The candidate shall submit valid proof of photo identity at the time of exam/interview.
16. The candidates shall attend the venue one hour before the exam/interview for verification of original certificates.
17. The candidates shall submit attested copies of required documents/certificates along with application on or before the due date.
18. The decision of the Principal District Judge-cum-Chairman, District Legal Services Authority, Vizianagaram is final in respect of written test and or interview for the candidates.
19. The decision of the Principal District Judge-cum-Chairman, District Legal Services Authority, Vizianagaram is final in case of ambiguity arises.

Encl : Application format and Call letter.

B. N. V. 
SCJ., VZM.
FAC. SECRETARY,
DLSA., VZM.


PRINCIPAL DISTRICT JUDGE-CUM-CHAIRMAN,
DISTRICT LEGAL SERVICES AUTHORITY,
VIZIANAGARAM.

To,

1. The Managing/Executive Director, APCOS, 2nd floor, APSRTC Administrative Block, P.N. Bus Station, Vijayawada, Andhra Pradesh.
2. The Collector & District Magistrate, Vizianagaram District.
3. The Collector & District Magistrate, Parvathipuram Manyam District.
4. The Joint Collector, Vizianagaram District.
5. The Joint Collector, Parvathipuram Manyam District.
6. The District Employment Officer, Vizianagaram District.
7. The District Employment Officer, Parvathipuram Manyam District.
8. The District Public Relations Officer, Vizianagaram District.
9. The District Public Relations Officer, Parvathipuram Manyam District.
10. The System Officer, Principal District Court, Vizianagaram with a request to upload the same in the District Judicial Website.

DRW 211 Date: 12.03.2024

**APPLICATION FOR THE POST OF OUTSOURCING RECORD ASSISTANT IN
THE CATEGORY OF SC (ROSTER NO.7)**

		Affix recent passport Size colour photograph
1.	Name of the Candidate (in Block letters)	
2.	Father's / Husband's name	
3.	Date of Birth	
4.	Age as on 01-09-2024 in years	
5.	Category	SC
6.	Community / Caste	
7.	Social Status (Married/ Unmarried)	
8.	Local / Native District	
9.	Aadhar Number	
10.	Educational Qualifications	
11.	Technical Qualifications	
12.	Permanent Address	
13.	Address for communication	
14.	Other particulars if any ; (Whatsapp phone number etc.,)	
15.	List of enclosures :	

PLACE :
DATE :

SIGNATURE OF THE CANDIDATE

**HALL TICKET FOR THE POST OF OUTSOURCING RECORD ASSISTANT IN
THE CATEGORY OF SC (ROSTER NO.7)**

ROLL NUMBER : FOR OFFICE USE ONLY

Affix recent passport
Size colour photograph

(S.No's 1 to 4 to be filled by candidate)

- | | | |
|----|---|----|
| 1. | Name of the Candidate
(in Block letters) | |
| 2. | Father's / Husband's name | |
| 3. | Date of Birth & Age as on 01-09-2024
in years | |
| 4. | Aadhar Number | |
| 5. | Category | SC |
| 6. | Date & Time of Exam/Interview
(to be filled by office) | |
| 7. | Venue of Exam/Interview | |

SIGNATURE OF THE OFFICER WITH SEAL

**HALL TICKET FOR THE POST OF OUTSOURCING RECORD ASSISTANT IN
THE CATEGORY OF SC (ROSTER NO.7)**

ROLL NUMBER : FOR OFFICE USE ONLY

Affix recent passport
Size colour photograph

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SIGNATURE OF THE OFFICER WITH SEAL