



GOVERNMENT OF ANDHRA PRADESH
DISTRICT LEGAL SERVICES AUTHORITY
Nyaya Seva Sadan, District Court Compound
Court Centre, Prakasam at Ongole -523 001
Ph.08592 - 280511 (O)
E-Mail: pkmdlsa@yahoo.com



**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY:: ONGOLE,
PRAKASAM DISTRICT**

NOTIFICATION No. 3 /2024

Sub: APSLSA - District Legal Services Authority, Prakasam District -
Notification - Applications for the post of **Typist-cum- Assistant
on Outsourcing basis** - Called for - Regarding.

Ref: 1.Lr. Roc.No.05-E1/APSLSA/Estt. /2023, dated 4-4-2024 of the
Hon'ble A.P. State Legal Services Authority, Amaravati.

2.Office Note dt.29-4-2024 and orders thereon of the Hon'ble
Chairman-cum-Prl.District Judge, District Legal Services Authority,
Prakasam.

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Pursuant to the orders of Hon'ble A.P. State Legal Services Authority, Amaravathi in
ROC. No. 05-E1/APSLSA/Estt. /2023, dated 4-4-2024, Applications are invited from the
eligible candidates for engaging in **one Post of Typist-cum- Assistant** at District Legal
Services Authority, Ongole **on Outsourcing basis**. The selection will be made as per
directions of the Hon'ble A. P. State Legal Services Authority, Amaravathi

Vacancy Position:

Sno.	Name of the post	Category	No.of posts.
1.	Typist-cum- Assistant	Outsourcing	01 (OC)

The filled applications along with required enclosures in the prescribed format shall
be submitted in the office of the District Legal Services Authority, Court Complex, Ongole
during office hours in a **closed cover addressed to the Chairperson -cum- Principal
District Judge, District Legal Services Authority, Court Complex, Ongole**, by
Registered Post or by hand under proper acknowledgement or by courier, duly subscribing
the name of the post applied for as **"Typist-cum- Assistant"** so as to reach the
addressee.

**Last date for receipt of applications on or before 20-05-2024
up to 5.00 p.m.**

Typist-cum- Assistant - 1 : Monthly Salary : Rs. 18,500/-

Education and other Qualifications:

1	Graduation
2	Basic Word processing skills and the ability to operate Computer
3	Typewriting English Higher Grade
4	File maintenance and processing knowledge

- 1) No person shall be eligible for appointment to the service unless he/she satisfies the following:
 - i) That he /she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.
 - ii) That his /her character and antecedents are such as would not disqualify for the service.

Age Limit:-

Must have completed the age of 18 years and must not have completed the age of **42** as on **30-04-2024**. Age relaxation of 5 years shall be given in respect of the candidates belonging SCs, STs, and BCs.

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 A.P. State and Subordinate Service Rules, 1996 r/w. A.P. Last Grade Service Rules, 1992.

Mode of Selection:

Selection to the post notified will be made by **written examination and interview.**

Application Fee: -Nil-

Attested copies of the following should be enclosed to the application:-

1. Attested copies of certificates of Academic and Technical Qualifications.
2. Certificate evidencing date of Birth.
3. Attested copy of latest Community certificate issued by the Competent Revenue Authority in case of BC, SC & ST Candidates.
4. A self addressed cover (duly stamped worth of Rs.30/-) for registered post with acknowledgment due shall be enclosed to the application.
5. One recent passport size photograph of the applicant duly attested by any Gazetted Officer to be affixed at the top of application in the place specified.

1. Two recent pass-port size colour photographs of the applicant.

- a) One should be affixed on the right top corner of the application.
- b) One photo (detachable)

Termination of Services:


The services of Typist-cum - Assistant in the office of District Legal Services Authority, Ongole can be terminated at any time without any prior notice.

GENERAL INSTRUCTIONS:

Applications have to be submitted in the proforma prescribed which is appended hereto and applications received in any other format will be summarily rejected.

- I) No T.A. or D.A. will be paid for the Journey performed in connection with recruitment.
- II) The applicants shall super scribe on the envelop cover for which post he/she applied.
- III) Applications with insufficient information will be summarily rejected.
- IV) Applications which do not contain necessary enclosures as mentioned above in detail will be rejected.
- V) Applications received prior to the notification and received **after 5-00 p.m. of 20-05-2024** shall not be entertained.
- VI) The individuals shall bring their own Type writer machines for skill test.
- VII) This office is not responsible for any postal delay and no correspondence will be entertained in this regard.
- VIII) Selection will be made as per guidelines issued by the Hon'ble A.P. State Legal Services Authority & APCOS guidelines.
- IX) The appointing authority reserves right to cancel the notification without assigning any reasons thereof.
- X) The appointed candidate shall be required to discharge his/her duties sincerely, courteously and honestly to the satisfaction of the competent authority.
- XI) The services of the appointed candidate is liable to be terminated/cancelled at any time without assigning any reasons and without any notice as the appointment is purely temporary and on honorarium basis.

**Date:29-04-2024
Ongole.**


**Chairperson -cum-Prl. District Judge
District Legal Services Authority,
Ongole.**

Encl : Application format and call letter.

To

1. All the Judicial Officers in the District - with a request to cause display on notice board.
2. The Secretary, DLSA, Ongole.
3. The Collector & District Magistrates, Prakasam, Bapatla and Nellore.
4. The Joint Collectors, Prakasam, Bapatla and Nellore.
5. The District Employment Officers , Prakasam, Bapatla and Nellore.
6. The District Public Relations Officer, I & P.R. Department, Ongole- with a request to give gist of the notification in newspapers for wide publicity.
7. The System Officer, Principal District Court, Ongole with a request to upload the same in the District Judicial Website.
8. The notice board of Nyaya Seva Sadan, Ongole.

Copy to:

The Member Secretary, A.P. State Legal Services Authority, Nelapadu,
Amaravathi for information.

Dis No: 665
29-04-2024.

APPLICATION FOR THE POST OF "TYPIST-CUM- ASSISTANT"

Ref: Notification No. 3 /2024 of the office of the District Legal Services Authority, Ongole,
Prakasam District

Photo to be
affixed duly
attested by
Gazetted officer

STATE _____
DISTRICT _____
Application No. _____
(For Office use)

1.	Full Name of the Applicant (In Block Letters)	:			
2.	Father's/Husband's Name	:			
3.	Permanent Address	:			
4.	Address for Communication (with Mobile Number & e-mail ID)	:			
5.	Sex (male/Female)	:			
6.	Date of Birth	:			
7.	Age (As on 01.05.2024 (As per SSC Certificate)	:	Year	Month	Days
8.	Nationality	:			
9.	Religion	:			
10.	Caste/Category (OC,BC,SC,ST & PH with Sub-Groups)	:			
11.	Educational Qualification 1. Academic 2. Technical 3. Other (if any)	:			
12.	Previous Experience if any	:			

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.

STATION:Ongole

SIGNATURE OF THE APPLICANT

DATE:

NB: Necessary attested copies of the certificates with regard to age, caste, educational and technical qualifications and service certificates shall be enclosed to this application.

**CALL LETTER FOR THE POST OF TYPIST-CUM- ASSISTANT ON OUTSOURCING BASIS IN DISTRICT
LEGAL SERVICES AUTHORITY, ONGOLE**

<u>ROLL NUMBER : FOR OFFICE USE ONLY</u>		Affix recent passport Size colour photograph
<u>(S.No's 1 to 4 to be filled by candidate)</u>		
1.	Name of the Candidate (in Block letters)	
2.	Father's / Husband's name	
3.	Date of Birth & Age as on 01-05-2023 in years	
4.	Aadhar Number	
5.	Category (OC, BC, SC, ST & PH with Sub Groups)	
6.	Date & Time of interview (to be filled by office)	
7.	Venue of interview (to be filled by office)	

SIGNATURE OF THE CANDIDATE

SIGNATURE OF THE OFFICER WITH SEAL

NB: Necessary attested copies of the certificates with regard to age, caste, educational and technical qualifications and service certificates shall be enclosed to this application.

**CALL LETTER FOR THE POST OF TYPIST-CUM- ASSISTANT ON OUTSOURCING BASIS IN DISTRICT
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SIGNATURE OF THE CANDIDATE

SIGNATURE OF THE OFFICER WITH SEAL