

NOTIFICATION NO. 2 /2025

Sub : NOTIFICATIONS - Notification for recruitment to One post of Typist on outsource basis in ADR/Mediation Centre, Vizianagaram through APCOS - Issued.

- Read : 1. G.O.Ms.No.54, LAW (L A & J-Home Courts. B) Dept., dt.01-03-2023.
2. Letter in Roc.No. 06-E1/APSLSA/Estt./2023, dt.04-04-2023 of the A.P. State Legal Services Authority, Amaravathi.
3. Government Circular Memo No. GAD01-SU0MISC/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.11-03-2025 of the Principal District Judge-cum-Chairman, DLSA., Vizianagaram.

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Applications are invited in a closed cover for the post of Typist-cum-Assistant on Out Sourcing basis through APCOS initially for a period of one year from the date of joining in ADR/Mediation Centre, Vizianagaram carrying Remuneration - Rs.18,500/- (Rupees Eighteen Thousand and Five Hundred only) per month. The last date for submission of applications is **25- 03-2025 by 05-00 PM.**

S.No.	Name of the Post	No. of Posts	Roster point	Description of the vacancy
01	Typist-cum-Assistant on Out Source basis	01	01	Open Competition - Women - 01

I. EDUCATIONAL QUALIFICATIONS :

The applicant must possess Graduation from a recognized University in India and has passed the Government Technical Examination in Typewriting by Higher Grade in English and if such persons are not available, passing Government Technical Examination in Typewriting by Lower Grade in English will be considered, as per Rule 6 (2) (g) A.P. State Legal Service Authority Service Rules, 1999. The applicants who possess technical qualifications like Computers, Shorthand etc., will be given preference.

(Contd..2..)

II. AGE LIMIT :

The applicant must have completed 18 years and must not have completed 42 years as on 01-09-2023 as per G.O. Ms.No.101, General Administration (SER.A) Dept., 30-09-2022 r/w. 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 A.P. State and Subordinate Service Rules, 1996 r/w. A.P. Last Grade Service Rules, 1992.

III. METHOD OF RECRUITMENT :

1. A written test and or Interview will be conducted to the candidates depending upon the number of applications received and as per the directions of the Chairman, District Legal Services Authority, Vizianagaram.
2. The decision of the Chairman, District Legal Services Authority, Vizianagaram shall be final with regard to the said recruitment process.
3. Preference will be given to the candidates who possess higher studies and technical skills like computers etc.,
4. No person shall be eligible for appointment unless he/she satisfies the following conditions :
 - i) That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the appointment.
 - ii) That his/her character is such as to qualify him/her for such service.
 - iii) He/she must be citizen of India.

V. APPLICATION FEE :

---NIL---

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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/ 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.
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/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 written test/Interview.
16. The candidates shall attend the venue one hour before the written test/interview.
17. The candidates shall submit attested copies of required documents/certificates along with application on or before the due date.
18. The candidates shall bring the original certificates at the time of written test/interview for verification.
19. The decision of the Chairman, District Legal Services Authority, Vizianagaram is final in case of ambiguity arises.
20. The filled applications along with required enclosures in the prescribed format shall submit in the office of the District Legal Services Authority, Court Complex, Vizianagaram during office hours in a closed cover addressed to the Principal District Judge-cum-Chairman, District Legal Services Authority, Court Complex, Vizianagaram through off line mode on or before due date.

Encl : Application format and Call letter.

//TRUE COPY//

(FAC) SECRETARY
DLSA, VZM.

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

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.

D/N 308, Dt. 12/3/25

APPLICATION FOR THE POST OF OUTSOURCING TYPIST-CUM-ASSISTANT IN ADR/MEDIATION CENTRE, VIZIANAGARAM IN THE CATEGORY OF ROSTER POINT NO. 01 OPEN COMPETITION (WOMAN)

		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 01-09-2023 in years	
5.	Category { OC - (W) ; SC - (W) }	
6.	Community / Caste	
7.	Social Status (Married/ Unmarried)	
8.	Local / Native Place	
9.	Aadhar Number	
10.	Whatsapp Number	
11.	Educational Qualifications	
12.	Technical Qualifications/Skills	
13.	Permanent Address	
14.	Address for communication	
15.	Enclosures	Any Degree Pass certificate, Age proof Certificate, Caste certificate, passport size photos, Other educational and technical certificates, self addressed cover with requisite postage stamps

PLACE :
DATE :

SIGNATURE OF THE CANDIDATE

**CALL LETTER FOR THE POST OF OUTSOURCING TYPIST-CUM-ASSISTANT IN ADR CENTRE,
VIZIANAGARAM IN THE CATEGORY OF OC (W) UNDER ROSTER POINT NO.01**

<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 01-09-2023 in years	
4.	Aadhar Number	
5.	Category	OC (WOMAN)
6.	Date & Time of Exam/Interview (to be filled by office)	
7.	Venue of Exam/Interview (to be filled by office)	Nyaya Seva Sadan, District Court Complex, Vizianagaram

SIGNATURE OF THE OFFICER WITH SEAL

**CALL LETTER FOR THE POST OF OUTSOURCING TYPIST-CUM-ASSISTANT IN ADR CENTRE,
VIZIANAGARAM IN THE CATEGORY OF OC (W) UNDER ROSTER POINT NO.01**

<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 01-09-2023 in years	
4.	Aadhar Number	
5.	Category	OC (WOMAN)
6.	Date & Time of Exam/Interview (to be filled by office)	
7.	Venue of Exam/Interview (to be filled by office)	Nyaya Seva Sadan, District Court Complex, Vizianagaram

SIGNATURE OF THE OFFICER WITH SEAL