

**DISTRICT LEGAL SERVICES AUTHORITY :: GUNTUR**  
**NOTIFICATION No.02/2024**

District Legal Services Authority, Guntur invites applications for the recruitment of 1(One) post of **Steno -Typist** on **contractual basis** in the O/o Permanent Lok Adalat for Public Utility Services, Guntur.

Post Name : Steno-Typist  
No.of posts : 01  
Pay : As per Rules in existence

Age Limit : Must have completed 18 years and must not have crossed 42 years as on **01-07-2024**.  
Age relaxation of 5 years in respect of candidates belonging to Scheduled Castes, Scheduled Tribes and Backward Classes. Candidates with disabilities and Ex-Servicemen shall be given age relaxation of 10 years as per the rules in force.

**Qualification** : Any Degree or equivalent examination from a recognized university or college along with Technical qualification of Type writing (English) Higher Grade and Shorthand (English) Higher Grade or equivalent from any state technical board, Certificate course in Computers with Proficiency in MS. Office, Internet & email.

Selection Process : By way of Skill Test and Oral Interview

1. The Candidates shall carry all the relevant documents in Original on the date of skill Test and Oral interview.
2. No. T.A./D.A. will be paid for attending the skill Test and Oral interview.
3. The applications shall be send to the **Chairman, DLSA-Cum-Prl. District Judge, Guntur by physically/Registered Post.**
4. The last date of receiving applications in standard form of BIO-DATA along with one set of self-attested photo, photo copies both academic and technical qualifications and also self addressed envelope with sufficient postage is **15-04-2024**
5. Candidates are requested to attend the venue for skill Test and Oral interview **before 1hour.**
6. In case of receipt of more applications , applications will be short listed basing on merit.
7. After receipt of applications call letters will be issued to the eligible candidates by way of Register Post / WhatsApp / e-Mail address of the individuals for attending the Skill Test and oral interview intimating the Date.
8. Candidates shall bring their own Type-Writers for the skill test .

  
CHAIRMAN . DLSA -CUM-  
PRL. DISTRICT JUDGE,GUNTUR

Dis. No. 559 dt. 22/3/24

**APPLICATION FOR THE POST OF STENO - TYPIST IN THE OFFICE OF  
PERMANENT LOK ADALAT FOR PUBLIC UTILITY SERVICES :: GUNTUR**

1. Name of the Applicant  
(IN BLOCK LETTERS )

:

Recent Pass  
size Photo

2. Phone Number & e-Mail ID

:

3. Father's Name

:

4. Age & Date of Birth

:

5. Category in which the applicant  
belongs to

:

OC/BC/SC/ST/ OBC/ Muslim/ Christian

6. Academic Qualification

:

7. Technical qualification

:

8. Address for communication

:

9. Experience if any

:

10. Whether involved in any Criminal  
cases, if so, particulars and result  
of those cases

:

11. Employment Exchange  
Registration number if any

:

**SIGNATURE OF THE APPLICANT**

**NOTE :-** 1. The above information shall be with documentary proof.

2. Name of the post to which applied for shall be noted at the top  
of the closed cover as "**APPLICATION FOR THE POST OF  
STENO - TYPIST**".