

**NOTIFICATION NO.02/2026, DATED 12.01.2026 FOR
DIRECT RECRUITMENT TO THE POST OF DATA ENTRY
OPERATOR UNDER ANDHRA PRADESH STATE LEGAL
SERVICES AUTHORITY RULES 1999.**

Applications are invited for direct recruitment to the posts of Data Entry Operator in the District Legal Services Authority, GUNTUR, under A.P.State legal Services Authority Rules 1999, carrying scale of pay of Rs. 28,280/- - 89,720/- (Category -3) of Division -III.

The application form will be available on the District Court website of GUNTUR and last date for submission of application is 27.01.2026 upto 5.00 P.M.

Duly filled in application form shall be submitted to The Chairman, District Legal Service Authority, GUNTUR by Registered post or Speed Post only and no other modes of application will be entertained.

ABSTRACT OF VACANCIES

Class / Category	Number of posts
OC	01
Total	01

Note :-

1. The A.P.State Legal Services Authority, reserves the right to increase or decrease the number of vacancies or cancel the Notification, at any stage, without assigning any reason whatsoever. No right will accrue to the candidate by virtue of the Notification.
2. If the provisionally selected candidate, does not join the post, the next meritorious candidate may be considered for provisional selection.

I. EDUCATIONAL QUALIFICATIONS:-

The Applicant must have passed Graduation from a recognized University in India with computer knowledge and Typing Knowledge with minimum 3 (three) years experience in M.S. Office / Libre Office and Web Browsing.

II. AGE LIMIT:

To be eligible, the applicant must have completed 18 years and must not have completed 42 years as on 01.01.2026 as per A.P.State Legal Services Authority Rules 1999 and G.O.Ms.No.109, General Administration (Service -A) Department, dated 08.10.2025.

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

Provided that the upper age limit of 42 years is relaxable by 10 years for Persons with Benchmark Disabilities.

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

III. RESERVATION:

1. The vertical reservations in respect of Backward Classes (A, B, C, D & E), Economically Weaker Sections (EWS); Scheduled Tribes, Scheduled Castes and horizontal reservation for Women, Persons with Benchmark Disabilities, Ex-Servicemen and Meritorious Sports Person shall be, as per G.O.Ms.No.77, General Administration (Services -D) department, dated 02.08.2023.
2. The applicants, who are BC / SC / ST /EWS / PWD / Ex-Servicemen / Meritorious Sports Persons and intend to avail reservation, shall choose the applicable category and enclose the necessary certificate.
3. The applicants who intend to avail / claim reservation under Backward Classes (A, B, C, D & E) shall submit a copy of the certificate issued to the effect that they belong to non-creamy layer in terms of G.O.Ms. No-3, Backward Classes Welfare (C 2) Department, dated 04.04.2006 and G.O.Ms.No.26, Backward Classes Welfare (C) Department, dated 09.12.2013 and as per the income ceiling which is in force on the date of notification. In case of non-submission

of the certificate, his / her candidature will be considered against Open Category only.

4. The applicants who intend to avail / claim reservation under Economically Weaker Sections (EWS) shall submit the EWS Certificate issued (issued by the concerned Tahsildar mentioning therein that the gross annual family income from all the sources is below Rs. 8,00,000/-) in terms of G.O.Ms.No. 66, General Administration (Service -D) Department, dated 14.07.2021 and G.O.Ms.No. 73, General Administration (Services -D) Department, dated 04.08.2021.
5. The posts in the "Judicial District" (The erstwhile district prior to 01.04.2022 since the bifurcation of the Judiciary in the Districts has not taken place) are organized as District Cadre posts, 80 % of the posts are reserved for local candidates of the concerned Judicial District and 20% is open to all.

IV. ATTESTED COPIES OF DOCUMENTS TO BE ENCLOSED TO THE APPLICATION :

1. The applicants shall enclose attested copies of certificates of academic, Technical qualifications and Experience, such as, pass certificates, certificate evidencing date of birth and community certificate issued by the Competent Authority, in case they intend to avail reservation under SC, ST, BC persons with Benchmark Disabilities, EWS, Meritorious Sports Persons and Ex-Service Men (The certificate shall show specifically the classification of the group).
2. The applicant, who intends to avail reservation under Backward Classes (A, B, C, D or E), shall enclose community certificate and also certificate of non-creamy layer as per law. In case of failure to enclose the certificate, his/her candidature will be considered against Open Competition.
3. The applicant claiming reservation under Economically Weaker Sections (EWS), shall enclose the certificate issued in terms of G.O.Ms.No.66, General Administration (Services-D) Department, dated 14.07.2021 and G.O.Ms.No.73, General Administration (Services-D) Department, dated 04.08.2021, EWS Certificate issued by the concerned Tahsildar mentioning therein, that the gross annual family income from all sources is below Rs.8,00,000/-.
4. The applicant claiming reservation under Persons with Benchmark Disabilities category, shall enclose the certificate issued by the Medical Board specifying the nature of disability and the percentage of disability.

5. The Other Backward Class (OBC) Certificates will not be considered.
6. The applicant claiming reservation under Ex-Servicemen category, shall enclose the Discharge Certificate.
7. The applicant claiming reservation under Meritorious sports quota, shall submit Form-I, Form-II, Form-III and Form-IV as the case may be, as per Annexure-III of G.O.Ms.No.74, Youth Advancement, Tourism & Culture (Sports) Department, dated 09.08.2012.
8. Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7th to 10th classes (or) in case they have not studied in any educational institutions during the whole/ a part of the 4 consecutive academic years ending with the academic year or appeared privately for SSC examination/Open School, have to submit Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms. No.729, GAD, (SPF-A) Dept., dt.01.11.1975. However, if the candidate has studied in two or more Districts, then they have to submit Study Certificates from 4th to 10th classes and the district where the candidate has studied for maximum period will be considered for treating him/her as local candidate of that Judicial District. If certificates in proof of local candidature are not in accordance with these instructions, the candidate will be treated as non-local.
9. No-objection Certificate from Employer (if employed anywhere).
10. The applicant has to produce original certificates on the day mentioned by the District Legal Services Authority, GUNTUR, for verification. If the applicant fails to produce any of the required certificates, his/her candidature will be rejected.

V. METHOD OF RECRUITMENT:

1. The written examination will be of the standard, which will be consistent with the educational qualification prescribed for the post i.e. Graduation qualification. The question paper of the examination shall be objective type with multiple choice for 50 marks.

2. Skill Test in Computer Operation, Typing in English and Data Entry (30 marks) and VIVA VOCE (Oral Interview) for 20 marks.
3. Written examination will be conducted for 50 questions (30 questions General Knowledge and General Aptitude and 20 questions - General English). Each question will carry one (01) mark. The duration of the Written examination will be 60 minutes.
4. The question paper for Written Examination will be in English Language.

5. Syllabus is as follows:

General Knowledge:

Indian Art, Culture, Dance & Music, Indian History & Indian national movement, Indian Geography, Agriculture & Environment, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Personalities & Institutions, Sports, Current affairs - India & Andhra Pradesh.

General English:

One word substitution, Synonyms and Antonyms, Spelling error, Spotting the error, Grammar - Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases.

6. The minimum qualifying marks to be secured in the examination shall be 40% for Open Competition and Economically Weaker Section (EWS) category, 35% for BC category, 30% for SC, ST & Persons with Benchmark Disabilities. The minimum qualifying marks for Ex-Servicemen and Meritorious Sports persons are as per their category.
7. Merely securing minimum qualifying marks will not vest any candidate with a right to be considered for the selection.
8. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.
 - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
 - ii. That his/her character and antecedents are such as to qualify him/her for such service; and
 - iii. He/she is a citizen of India.

VI. MERIT LIST:

1. Merit list will be based on the marks obtained by the candidates in the examination.
2. Where two or more candidates get equal number of marks in the Examination, the elder in age will be considered for provisional selection, in case of a tie in age also, the candidate, who possesses higher educational qualification would be considered. In case of tie in higher educational qualification, the candidate with highest marks in the prescribed educational qualification would be considered.

VII. EXAMINATION FEE:

- a) The applicants, who are under Open Competition/EWS/BC category have to pay examination fee of Rs. 1000/- (Rupees One Thousand only) towards application fee and examination fee, whereas the applicants who are SC/ST/Persons with Benchmark Disabilities category have to pay Rs. 500/- (Rupees Five Hundred only).

Only the applicants belonging to a community recognised as SC/ST in the State of A.P. alone are entitled for the concessional payment of examination fee of Rs.500/-

- b) The candidates shall pay separate fee for each Post/District applied.
- c) The Application/Examination Fee is to be paid by way of Demand Draft only from any national Bank in favour of the Secretary, District Legal Services Authority, GUNTUR.
- d) The application/Examination fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment Notification is cancelled for any reason.

VIII. GENERAL INSTRUCTIONS:

1. This notification issued subject to the result of W.P No's 38445 /2022, W.P. No. 36801/2022, W.P. No. 37081/2022, W.P.No.10602 /2023, W.P.No. 31684/2023, W.P.No. 9500/2023, W.P.No. 9572/2023, W.P.No. 9576/2023, W.P.No.6248/2023, W.P.No. 5777/2023, W.P.No. 8931/2023, W.P.No. 11177/2023, W.P.No.14454/2024 , W.P.No. 36153/2022, W.P.No. 33739/2022, W.P.No. 36959/2022, W.P.No. 21100/2023, W.P.No. 27647/2022, W.P.No. 18167/2023 and W.P.No. 38169/2022 pending before the Hon'ble High Court of Andhra Pradesh.

2. The applicants shall indicate their local/non-local status in respect of Judicial Districts as named in the Notifications since the Judicial Districts are not bifurcated for Judiciary in the State of A.P. as done for others as per G.Os dated 02.04.2022.
3. Selection will be made as per the A.P. State Legal Services Authority Rules 1999.
4. Merely applying for a post will not give any right to any person to be considered for appointment.
5. A person in a bigamous marriage shall not be eligible for appointment.
6. 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 by direct recruitment.
7. 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.
8. No person, who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment.
9. No T.A. and D.A. will be paid to the candidates who appear for the examination.
10. Candidates resorting to or bringing any influence of any kind will be summarily disqualified and they are liable for prosecution as per Law.
11. The particulars furnished by the applicant in the application form will be taken as be final. Candidates should, therefore, be very careful in filling the application.
12. Correspondence will not be entertained by the District Legal Services Authority, GUNTUR under any circumstances. Incomplete/incorrect application will be summarily rejected at any stage.
13. 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 be summarily rejected. In addition the candidate will also be liable for appropriate action/prosecution as per Law.

14. No information will be sent to the unsuccessful candidates. The list of qualifying candidates will be uploaded on the website of Principal District Court, GUNTUR.
15. This appointment shall be covered by the Contributory Pension Scheme.

IX. INFORMATION REGARDING THE APPLICATION PROCESS:

- a) The application form .
- b) The Hall Ticket (Original and Duplicate)
- c) The candidates should use only one mobile number while applying for the posts and Districts.

Place: GUNTUR
Date: 12.01.2026

Jan-21/2026
I Addl. District & Sessions Judge,
I/C CHAIRMAN,
DISTRICT LEGAL SERVICES AUTHORITY,
-CUM-PRINCIPAL DISTRICT JUDGE,
2/1/2026 GUNTUR.

To,

99
Dis No..... 12.01.2026

1. All the Judicial Officers in the District to cause affix the Notification on Notice Board of their respective Courts.
2. All the Chairmen, Mandal Legal Services Committees, in Guntur District.
3. All the Chairmen, District Legal Services Authorities in the State of Andhra Pradesh.
4. The District Collectors of Guntur, Bapatla and Palnadu Districts with a request to display of the Notification in the Notice Board and to circulate to all the departments under their control.
5. The District Employment Officer, of Guntur, Bapatla and Palnadu Districts with a request to display of the Notification in their Notice Board.
6. The Administrative Officer, Principal District Court, Guntur, to cause affix the Notification on Notice Board.
7. The District Public Relations Officer, Guntur, Bapatla and Palnadu Districts for giving necessary publicity.
8. The Notice Board of District Legal Services Authority, Guntur District.
9. The System Officer, Principal District court, Guntur with a direction to upload the notification in the Guntur Judicial District Website.

Copy submitted to:

The Member Secretary, Andhra Pradesh State Legal Services Authority, Amaravathi, for favour of information

Community
Group:

**DISTRICT LEGAL SERVICES AUTHORITY,
DISTRICT COURT COMPLEX, GUNTUR**

APPLICATION FOR THE POST OF DATA ENTRY
OPERATOR
(Notification No.02/2026, dt.12-01-2026)

Affix Passport
size photograph
duly attested by
the Gazetted
Officer

NAME OF THE POST APPLIED FOR

1. Name of the applicant
(In capital letters)
2. Father's Name/Mother's Name/Husband's Name
3. Gender
4. Date of Birth
(Enclose relevant certificate)
5. Age as on 01-01-2026
6. Address for Communication

a) Present Address

b) Permanent Address

7. Contact details

Mobile/Whatsapp No. _____

Land Line No.

(If any)

Alternate Contact No. _____

e-mail ID

8) Whether belongs to O.C.,B.C.,S.C.,S.T.,
(Specify sub group/caste)
(Copy of Certificate to be enclosed)

			A	B	C	D	E

9. Whether belongs to Persons with Benchmark Disabilities category
(Specify *nature* of disability and Enclose copy of Certificate)

S.No.	Nature	%
1.	Blindness or low vision	
2.	Deaf and hard hearing	
3.	Locomotors disability Including Cerebral palsy, etc.	
4.	Autism, Intellectual disability, Mental illness	
5.	Multiple disabilities from amongst persons under clauses(a) to (d)	

10. Are you an Ex-Serviceman?

11. Are you involved in any criminal case,
(Furnish details of the said case, including the
conviction if any)

12. Educational Qualifications

Academic

Examination passed	Name of the Board/ University/School	Month and year of passing with registration number	Division of Pass	Percentage of Marks secured

b) Technical Qualification if any

c) Special Skills
(With certificates)

d) Others, if any

13. Previous work experience
with specialization/ Special skills, if any

14. Particulars of D.D. enclosed

DECLARATION

I solemnly declare that the above information furnished by me and all the statements made in this application are true and correct to the best of my knowledge and belief and if any information found to be false in future, I will be liable for any action to be taken against me as per rules.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualifications, etc., prescribed for appointment to the post to which I have applied.

Station:
Date:

SIGNATURE OF THE APPLICANT

LIST OF ENCLOSURES/DOCUMENTS ATTESTED BY GAZETTED
OFFICER

1.	Certificate of Graduation issued by any recognized university in India.	YES	NO
2.	Certificate of Technical Qualification in M.S.Office / Libre Office and Web browsing.	YES	NO
3.	Certificate of Experience in M.S. Office / Libre Office and Web browsing.		
3.	Certificate of date of birth issued by competent authority.	YES	NO
4.	Certificate of Nativity and Residence issued by competent authority.	YES	NO
5.	Community Certificate in case of BCs, SCs and STs and the certificate shall show specifically the classification of the group.	YES	NO
6.	Discharge certificate for Ex-Servicemen.	YES	NO
7.	Latest attested copy of disability certificate "showing the percentage of disability" has to be submitted by PBD candidates, obtained from Medical Board.	YES	NO
8.	Any other relevant certificates.	YES	NO
9.	One recent passport size photograph duly attested by any Gazetted Officer to be affixed in the space provided in the application form.	YES	NO
10.	Two recent pass port size photographs to be affixed to the Hall ticket sheet.	YES	NO
11.	A duly stamped self addressed envelope cover.	YES	NO
12.	Demand Draft	YES	NO

Station:

Date :

Applicant

Signature of the

ORIGINAL

**DISTRICT LEGAL SERVICES AUTHORITY, DISTRICT COURT
COMPLEX, GUNTUR**

**HALL TICKET (ORIGINAL) FOR WRITTEN EXAMINATION
TO THE POST OF DATA ENTRY OPERATOR
(To be filled by the candidate)**

Hall Ticket No. _____

1. Name of the Candidate : _____
2. Father's/Mother's/ : _____
Husband's Name
3. Date & Time of Examination : _____
4. Place of Examination : _____

Affix photograph
Duly attested by
the Gazetted
Officer

Signature of the candidate
(Note:-Sl.Nos.1,2 shall be filled and
Duly signed by the applicant)

Signature of the Secretary,
DLSA., GUNTUR

DUPLICATE

**DISTRICT LEGAL SERVICES AUTHORITY, DISTRICT COURT
COMPLEX, GUNTUR**

**HALL TICKET (ORIGINAL) FOR WRITTEN EXAMINATION
TO THE POST OF DATA ENTRY OPERATOR
(To be filled by the candidate)**

Hall Ticket No. _____

1. Name of the Candidate : _____
2. Father's/Mother's/ : _____
Husband's Name
3. Date & Time of Examination : _____
4. Place of Examination : _____

Affix photograph
Duly attested by
the Gazetted
Officer

Signature of the candidate
(Note:-Sl.Nos.1,2 shall be filled
and duly signed by the applicant)

Signature of the Secretary,
DLSA., GUNTUR.