



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



OFFICE OF THE LEGAL AID DEFENSE COUNSEL SYSTEM, ONGOLE::
PRAKASAM DISTRICT

NOTIFICATION No. /2024

Sub: APSLSA - District Legal Services Authority, Prakasam District -
Legal Aid Defense Counsel System, Ongole - Notification -
Applications for certain supporting staff **on Outsourcing basis** -
Called for - Regarding.

Ref: 1.Lr. Roc.No.49-E1/APSLSA/LSW/2022, dated 18-03-2023 of the
Hon'ble A.P. State Legal Services Authority, Amaravati.

2.Lr. Roc.No.49-E1/APSLSA/LSW/2022, dated 8-6-2023 of the
Hon'ble A.P. State Legal Services Authority, Amaravati.

3.Lr. Roc.No.49-E1/APSLSA/LSW/2022, dated 1-8-2024 of the
Hon'ble A.P. State Legal Services Authority, Amaravati.

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Pursuant to the orders of Hon'ble A.P. State Legal Services Authority, Amaravathi in ROC. No.49-E1/APSLSA/LSW/2022, Dt.1.8.2024, Applications are invited from the eligible candidates for engaging in 4 Posts at Legal Aid Defense Counsel System, 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 in Roc.No.49-E1/APSLSA/LSW/2022, Dt:18.03.2023 and Roc.No.49-E1/APSLSA/LSW/2022, Dt:18.04.2023, 02.05.2023 and 8-6-2023.

Vacancy Position:

Sno.	Name of the posts	Category	No.of post.	Roaster
1.	Office Assistants	Outsourcing basis	02	OC-W-1 SC-W-1
2.	Office Subordinate		02	OC-W-1 SC-W-1

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 Chairman-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 "OFFICE ASSISTANT/ OFFICE SUBORDINATE" so as to reach the addressee.

Last date for receipt of applications on or before 20 -08-2024 up to 5.00 p.m.

Education and other Qualifications:

a) Office Assistants - 1 : Monthly Salary : Rs.18,500/-

1	Graduation
2	Basic Word processing skills and the ability to operate Computer and skills to feed data
3	Good Typing Speed with proper setting of petition
4	Ability to take dictation and prepare files for presentation in the courts
5	File maintenance and processing knowledge

b) Office Subordinate - 1 Monthly salary : Rs.15,000/-

1.	Must have passed VII Class
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- 1) No person shall be eligible for appointment to the service unless he/she satisfies the following:
- That he /she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.
 - 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 **31-07-2024**. 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 posts notified will be made by examination and interview.

Application Fee: -Nil-

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

- Attested copies of certificates of Academic and Technical Qualifications.
- Certificate evidencing date of Birth.
- Attested copy of latest Community certificate issued by the Competent Revenue Authority in case of BC, SC & ST Candidates.
- A self addressed cover (duly stamped worth of Rs.30/-) for registered post with acknowledgment due shall be enclosed to the application.
- 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.
- Certificate of service as Junior Assistant, Data Entry Operator & Office Subordinate
 - Two recent pass-port size colour photographs of the applicant.**
 - One should be affixed on the right top corner of the application.

- b) One photo (detachable)

Termination of Services:

The services of Office Assistant & Office Subordinate in the office of Legal Aid Defense Counsel System can be terminated at any time without any prior notice in the following cases by the Chairman, District Legal Services Authority, Prakasam or on the directions by the State Legal Services Authority, Amaravathi, in writing:

- 1 He/she substantially breaches any duty or service required in the office, or
- 2 Seeks or accepts any pecuniary gains from the legal aid seekers or beneficiaries or his friend or relative.
- 3 Charged or Convicted for any offence.
- 4 Indulges in any type of political activities.
- 5 Found incapable of rendering professional services of the required standards.
- 6 Failure to attend training programmes without any sufficient cause.
- 7 Indulges in activities prejudicial to the working of Legal Aid Defense Counsel System office.
- 8 Using his/her position in Legal Aid Defense Counsel System office to secure unwarranted privileges or advantages for him/herself or others.
- 9 Acts in breach of code of ethics.
- 10 Remains absent without leave for more than two weeks.

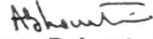
GENERAL INSTRUCTIONS:

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 .08.2024** 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: 6-8-2024,
Ongole.

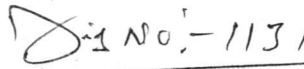

Chairman-cum-Pri. District Judge
District Legal Services Authority,
Ongole.

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.


D-1 No. - 1131
06-08-2024

APPLICATION FOR THE POST OF “ _____ ”

Ref: Notification No. _____ /2024 of the office of the Legal Aid Defense Counsel System, Ongole,
Prakasam District

STATE _____

DISTRICT _____

Application No. _____

(For Office use)

Photo to be
affixed duly
attested by
Gazetted officer

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 01.07.2024 (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

ON OURSOURCING

BASIS IN LEGAL AID DEFENSE COUNSEL SYSTEM, ONGOLE

ROLL NUMBER : FOR OFFICE USE ONLY		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 01-07-2024 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

CALL LETTER FOR THE POST OF

ON OUTSOURCING

BASIS IN LEGAL AID DEFENSE COUNSEL SYSTEM, ONGOLE

ROLL NUMBER : FOR OFFICE USE ONLY		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 01-07-2024 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