



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:pksmmdlsa@yahoo.com



**CORIGENDUM TO THE NOTIFICATION No. 1/2026/ REGULAR/ DLSA/ 2026, Dt.12-01-2026**

The District Legal Services Authority, Prakasam at Ongole issued NOTIFICATION No. 1/2026/ REGULAR/ DLSA/ 2026, Dt.12-01-2026, calling for applications for appointment to the post of RECORD ASSISTANT on Regular basis to work in the office of the District Legal Services Authority, Prakasam District, Prakasam Court Building Complex, Ongole.

Pursuant to the instructions of the A.P. State Legal Services Authority, Amaravati, vide telephoninc instructions dt.16-01-2026, the Roaster Point is modified and the same is to be read as follows:

Sl.No	Name of the Post	Number of Vacancies	Roster Point	Scale of Pay
1	Category-3 Division-III <b>Record Assistant</b>	3	Roster Point No.1.Open Competition Roster Point No.2. SC-Group-1 Roster Point No.3.Open Competition	Rs. 23,120/- - Rs.74,770/-

The other instructions / orders issued in the above said notification shall stand un-altered.

I-Addl. District Judge, Ongole.  
FAC: Chairperson-cum- Prl. District Judge  
District Legal Services Authority,  
Prakasam at Ongole.

**To**

1. All the Judicial Officers in the District - with a request to cause display on notice board.
2. The Secretary, District Legal Services Authority, Prakasam at Ongole.
3. All the Chairmen/Chairpersons, Mandal Legal Services Committees in Prakasam District unit with a request to display the notification in their respective Notice Boards.
4. The District Collectors, Prakasam, Bapatla, Markapur Districts.
5. The District Employment Officers, Prakasam, Bapatla, Markapur Districts for information.
6. The Station Director, All India Radio Station, Markapur, with a request to broadcast of the notification for wide publicity.
7. The District Public Relations Officer, I & P.R. Department, Prakasam, Bapatla, Markapur Districts - with a request to give gist of the notification in newspapers for wide publicity.
8. The System Officer, Principal District Court, Prakasam with a request to upload the same in the District Judicial Website.
9. The Notice Board of Nyaya Seva Sadan, Prakasam at Ongole.
- 10.The Notice Board of District Court, Prakasam at Ongole.

Copy to the Member Secretary, A.P. State Legal Services Authority, Nelapadu, Amaravati for favour of information.

## **District Legal Services Authority, Prakasam at ongole**

### **Notification Number 1/2026 dated 12-01-2026**

Applications from the eligible candidates are invited up to 5.00 P.M. on 27-01-2026 in the format given hereunder for temporary appointments to the following category of posts in the Unit of District Legal Services Authority, Ongole at Prakasam District as per A.P. State Legal Services Authority, Services Rules, 1999 as amended. Keeping in view Rule 4 (d) and Rule 6 (3) of SLSA Service Rules.

Sl.No	Name of the Post	Number of Vacancies	Roster Point	Scale of Pay
1	Category-3 Division-III <b>Record Assistant</b>	3	Roster Point No.1.Open Competition Roster Point No.2. SC Roster Point No.3.Open Competition	Rs. 23,120/- - Rs.74,770/-

The filled in applications should be addressed to " the Chairman-cum-Prl. District Judge, District Legal Services Authority, District Court Buildings, Prakasam District at Ongole, together with a **D.D. for Rs.1000/- (Rupees one thousand only)** drawn from any Nationalized Bank in favour of the "**SECRETARY, DISTRICT LEGAL SERVICES AUTHORITY, Prakasam District**, payable at Ongole by Registered Post/Speed Post. **Application submitted in person shall not be accepted.** The applications duly superscribing the name of the Post applied for as "**APPLICATION FOR THE POST OF RECORD ASSISTANT**" so as to reach the addressee.

The applicants who are under open competition / EWS/ BC Category have to pay examination fee of Rs.1,000/- (Rupees one thousand only ), 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 recognized as SC / ST in the State of A.P. alone are entitled for the concessional payment of examination fee of Rs.500/-.

#### **Educational Qualifications:-**

Passed S.S.C or its equivalent examination.

**Age Limit:**

A candidate must have completed the age of 18 years and must not have completed 42 years of age on 01-01-2026 as per the Andhra Pradesh state and Subordinate Service Rules, 1996 and G.O.Ms.No.132 General Administration (SER.A) Department, dated 15-10-2018.

**Relaxation of Age.**

The age relaxation of maximum age limit in respect of SCs, STs and BCs EWSs is five years and in respect of Physically handicapped is 10 years and ex-servicemen under Rule 12 (C) (i) of A.P. State and subordinate, Rules, 1996.

**Method of Recruitment:**

The selection shall be made through the following stages:

- i. Written examination
- ii. Interview (VIVA VOCE)

The successful candidates will have to appear for interview (Date of Examination will be specified in the Hall ticket)

**Examination Pattern:**

- 1. Mode : Off-line (OMR)
- 2. Duration : 90 minutes.
- 3. Maximum marks for written examination : 75
- 4. Maximum marks for Oral Interview (VIVA VOCE): 25

**Syllabus :**

- 1. General English.
- 2. General knowledge.
- 3. General aptitude.

Only those candidates who qualify in each stage shall be permitted to appear for the subsequent stage.

The candidates passed through the written examination be called for certificate verification and oral interview.



### **Pension Scheme.**

The employees appointed after 01-09-2004 will be covered by the CONTRIBUTORY PENSION SCHEME ONLY and that the existing pension scheme as per Andhra Pradesh Revised Pension Rules, 1980 will not be applicable to them as per G.O. Ms. No. 653,654 and 655 finance ( Pen-I) Department, dated 22-9-2004 issued by the Government

### **Application Fee:**

1.The Candidates are instructed that the D.D.No. & Name of the Bank with date should be noted in the application form.

2.The candidates are further instructed to note their Name in full with pencil on the reverse side of the Demand Draft in a corner for information.

3.The candidates are informed that the Demand Draft will not be refunded under any circumstances, though the applications are rejected on any ground.

### **Copies of documents only (but not the Originals) to be enclosed to the application duly attested**

1.Certificates of Academic qualifications, Marks list of the Qualifying examination Viz. SSC or equivalent examination and other certificates to prove their proficiency and skills, if any,

2. Certificate showing the date of birth,

3. Community certificate,

4. Proof/Certificate in respect of local candidature (in terms of Presidential order, 1975) i.e. Study certificate/ Transfer certificate from Educational institution for a period of 4 years preceding the date of qualifying examination.

Residential/nativity certificate from M.R.O. for a period of not less than 4 years preceding the date of qualifying examination.

5. Employment Registration Card.

6. A self-addressed envelope (duly stamped worth of Rs.75/-) for speed post with acknowledgment due shall be enclosed to the application.

7. Two recent pass-port size photos.

8. In case of physically handicapped, a certificate should be enclosed to that effect.

NB:-

1. In complete applications or applications without the required attested copies of documents as mentioned above, will be summarily rejected.
2. The applications received in any other format will be summarily rejected.
3. Applications are liable to be rejected at any stage, if any information furnished therein is found to be false and the applicants are liable for prosecution for furnishing false information.
4. Appointment will be made only on the basis of the presidential order issued under Art. 371-D of the Constitution of India and subject to rules of reservation.
5. In the event of more than 20 candidates applying for the said vacancy, the candidates will be short listed on the basis of the marks obtained in the qualifying examination or other relevant considerations like previous experience etc.
6. After short-listing , the candidates are liable to be subjected to such written tests as may be thought necessary, for testing their suitability to the post applied for like ability to read and write, grasping power, proficiency in this subject and special qualifications etc. besides interviewing the candidates by the undersigned orally.
7. The candidates who secured highest marks will be called for interview in 1:3 ratio.
8. Candidates shall be disqualified for appointment if he/she herself or through relations or friends or any others has canvasses or endeavored to enlist for his/her candidature, extraneous support from Official or non/official source for appointment to the post notifies as per rule 12(2) (d) of the A.P. State and Subordinate Service Rules, 1996.
9. The candidate shall be disqualified if he/she has been dismissed from a State or Central government undertaking or local or other authorities or if he or she has been convicted by a court of law for an offence involving moral turpitude, as per Rule 12(4) (d) of A.P. State and Subordinate Service Rules, 1996.



10. No T.A. and D.A. will be paid to the candidates to attend the examination and interview.
11. The candidate is to be of sound health, active habits and free from bodily defects of infirmity, otherwise making her unfit for the service.
12. The applications received after due date and not in the prescribed format without requisite documents and fee will not be accepted.
13. The undersigned reserves right to cancel this Notification at any time without assigning any reasons.

ONGOLE  
Date: 12.01.2026

Disc No: 93  
12.1.2026

*On 12/1/26*  
I-Addl. District Judge, Ongole,  
FAC. CHAIRMAN,  
District Legal Services Authority  
Ongole at Prakasam District.

To

1. All the judicial Officers in The District to cause affix of the same on the Notice Board of their respective Courts.
2. All the Chairmen, Mandal Legal Services Committees in the Prakasam District.
3. All the Chairmen, District Legal Services Authorities in the state of Andhra Pradesh.
4. The District Collectors of Prakasam, Bapatla and Markapur Districts , with a request to cause display of the same in the Notice Board and to circulate to all the departments under your control.
5. The District Employment Officers of Prakasam, Bapatla and Markapur Districts, with request to cause display of the same in the Notice Board.
6. The Administrative Officer, District Court, Prakasam District, Ongole to cause affix of the same on the Notice Board.
7. The District Public Relations Officer, Prakasam District at Ongole for cause necessary publicity.
8. The Notice Board of District legal Services Authority, Prakasam District, Ongole.

Copy submitted to:

Hon'ble the Member Secretary, A.P.State Legal Services authority, Amaravathi,  
for favour of information.

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## APPLICATION FORM

### APPLICATION FOR THE POST OF RECORD ASSISTANT

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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.	Date of Birth and Age as on 01-01-2026	:	
4.	Educational Qualifications	:	
5.	Technical Qualifications	:	
6.	Nationality & Religion	:	
7.	Caste OC/BC/SC/ST/PH in case of reservation (Mention Sub-caste)	:	
8.	Address for Communication	:	
9.	Permanent Address	:	
10.	Employment Exchange Registration NO. & Date	:	
11.	Local/Non Local	:	
12.	Marital Status	:	
13.	Previous experience, if any	:	
14.	D.D. Particulars.	:	

#### **DECLARATION**

I \_\_\_\_\_ hereby solemnly declare that the particulars furnished above are true to the best of my knowledge and belief and any untrue averment will disqualify me from holding any appointment in the Department

Station:

Date:

Signature of the applicant

**ORIGINAL**

**DISTRICT LEGAL SERVICES AUTHORITY,**  
**DISTRICT COURT BUILDINGS, PRAKASAM AT ONGOLE**  
**NOTIFICATION No.01 / 2026**

**Hall Ticket for Written Examination for the post of Record Assistant**

**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 photographs  
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, Praksam at Ongole.

**DUPLICATE**

**DISTRICT LEGAL SERVICES AUTHORITY,**  
**DISTRICT COURT BUILDINGS, PRAKASAM AT ONGOLE**  
**NOTIFICATION No.01 / 2026**

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Husband's Name :  
3.Date & Time of Examination :  
4.Place of Examination :

Affix photographs  
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, Praksam at Ongole.



### **IMPORTANT INSTRUCTIONS TO THE CANDIDATES**

Candidates are advised to follow carefully the instructions given below:-

1. All the candidates who have applied for the post are provisionally admitted for written examination. If found, at the time of certificate verification, that the candidate does not possess the required qualifications as per the notification, his/her candidature will be rejected.
2. Candidates shall produce their Hall Ticket at the Entrance of the Examination Centre and in the Examination Hall/Room, failing which the candidates will not be allowed to write the examination. The candidates shall sign the attendance sheet in the Examination Hall.
3. Candidates will be permitted to appear for the Test, after their credentials are verified by the centre officials and after frisking to ensure that no prohibited articles are carried. (Purses, writing pads and handbags are also not allowed). At the Examination centre, the Authority will not make any arrangements for safe custody of any articles/things carried by the candidates, and they shall make their own arrangements.
4. The Hall Ticket must be presented for verification along with at least one original valid identification card i.e. Passport, Pan Card, Voter ID, Aadhar Card, Govt. Employee ID or Driving License etc.,
5. The candidate have to bring your own black/blue ball point pen and H.B pencil, eraser and sharpener.
6. The candidates are not allowed to carry any food articles, electronic devices like Cell phone, smart watch, calculator, phaser etc., into the examination hall.
7. No TA / DA will be paid for appearing the examination.
8. The examination will be held on OMR sheets.
9. Candidates are not allowed to bring any electronic devices such as Mobile/Cell phones, programmable calculators, Tablets, I-pad, Bluetooth, Pagers or any other device capable of interacting/programming to the examination centre. Any violation of the above leads to disqualification of the candidature.
10. Candidates are expected to behave in orderly and disciplined manner while taking the examination. The candidature will be rejected in case of impersonation/disorder/ Rowdy behaviour during examination. Necessary FIR for the incident will be lodged with concerned Police Station apart from disqualifying the candidature. The Centre Chief Invigilator is duly authorized to take spot action in such cases.
11. Candidates are prohibited from communicating, consulting or conversing with other candidates in the Examination Hall or causing disturbance in any manner whatsoever. Candidates are prohibited to borrow any item from other candidates in the Examination Hall. In case of any disturbance, such candidates would be disqualified.
12. Frequent visits to toilet are not permitted. Candidates advised to use the toilet facility only in case of extreme necessity. If any candidate is found to be indulged in discussions or malpractice near the toilets or corridors of any other places, they would be disqualified.
13. Candidates will not be permitted to leave the examination hall till completion of the schedule time. If any candidate leaves the examination hall in the middle, he would be disqualified. If there is any problem with computer system, the candidate must intimate the same to the invigilator. In case of any violation, the candidature will be disqualified.
14. Violation of any of the instructions may lead to invalidation of candidature, besides penal action.

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