

**DISTRICT LEGAL SERVICES AUTHORITY,
DISTRICT COURT BUILDINGS COMPLEX, PRAKASAM AT ONGOLE.**

NOTIFICATION FOR THE POST OF DATA ENTRY OPERATOR
(On Regular basis)

**Category-3 of Division-III of Hon'ble A.P.State Legal Services Authority,
Service Rules, 1999 (as amended)**

NOTIFICATIONNO.03/REGULAR/DLSA/2026

DATED:12.01.2026.

Sub:- District Legal Services Authority, Prakasam at Ongole – Notification inviting applications from the eligible candidates for selection of the one post of **Data Entry Operator on regular basis** – Issued.

Ref:- 1. A.P. State Legal Services Authority Service Rules, 1999 with subsequent Amendments.
 2. G.O.Ms.No.47, Law (L-LA & J-Home-Courts-B) Dept., dated 24.02.2023.
 3. Lr.ROC.No.02-E1/APSLSA/Estt./2026, dated 09.01.2026 of the Hon'ble A.P. State Legal Services Authority, Amaravathi to initiate recruitment to the one post of Data Entry Operator and one post of Front Office Coordinator on regular basis.
 4. Lr.ROC.No.02-E1/APSLSA/Estt./2026, dated 09.01.2026 of the Hon'ble A.P. State Legal Services Authority, Amaravathi regarding approval of Modalities.
 5. Office Note Orders dated 12.01.2026.

Applications are invited for appointment to the post of **DATA ENTRY OPERATOR** on **Regular basis** to work in the office of the District Legal Services Authority, Prakasam, District Court Buildings Complex, Ongole.

Vacancy Position, Qualification and Roster point:

| Sl. No. | Designation of the vacant post | No. of posts | Roster Point | Qualification required | Scale of Pay |
|--------------------|---|-------------------------|-------------------------|--|---------------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 01. | Data Entry Operator | 01 | Open Competition | Graduation with Computer knowledge and typing knowledge with minimum 03 years experience in MS Office/Libreoffice, Web Browsing. | Rs.28280-89720 (R.P.S. 2022) |

The application shall be submitted in the format prescribed enclosed herewith.

NOTE:

1. The District Legal Services Authority, Prakasam at Ongole reserves the right to postpone or cancel notification as per the directions of Hon'ble A.P.State Legal Services Authority, Amaravathi at any stage, without assigning any reason whatsoever. No right will accrue to the candidate by the virtue of the Notification.

2. This Notification issued for the post of Data Entry Operator is subject to the outcome of the Writ Petitions No.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.

Last Date for Receipt of applications:

The Last Date for receipt of applications is 27.01.2026 by 5.00 P.M.
The applications shall be sent to the Chairperson-cum-Principal District Judge, District Legal Services Authority, District Court Buildings Complex, Ongole -523 001, by Registered Post /Speed Post only. The Applications submitted in person/in any other mode other than the specified above shall not be accepted.

Age Limit:

The applicant must have completed the age of 18 years and must not have completed the age of 42 years as on **30.09.2025 as per amended G.O.Ms.No.36, General Administration (Service-A) Department, dated 04.03.2025.**

Provided that the upper age limit of 42 years is relaxable by 5 years in respect of the persons under Schedule Casts/Schedule 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 by 10 years as per Rule 12 (1) (c) (i) of A.P.State and Subordinate Services Rules, 1996 for Ex-Servicemen.

Special Representation (Reservation):

As per Rule 22E. (e) & (j) of A.P. State and Subordinate Service Rules, 1996 Where there is only a single solitary post borne on the class or category of a service, the rule of special representation shall not apply for appointment to such post, notwithstanding anything contained in the foregoing sub-rules:

Provided that the rule of special representation shall be applicable for appointment if the number of posts borne on the cadre, category or grade is more than one, even though selection is to be made against only one vacancy at any recruitment other than limited recruitment.

The posts in the "Judicial District" (The erstwhile Districts 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. The posts in the above cadre is only one and do not come under 20% open to all. Hence Non local candidates are not eligible to the above post in view of only one post of the Data Entry Operator on regular basis in the District Legal Services Authority, Prakasam at Ongole.

The applicants shall prefer their local status in respect of the Judicial District of which they belongs 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.

Mode of Selection:

- i) Written Examination;
- ii) Skill Test (Computer, typing and data entry);
- iii) Interview (VIVA VOCE).

All are in off-line mode (physical mode).

Examination Pattern:

1. Mode: Off-line (OMR)
2. Duration: 60 Minutes
3. Maximum marks for written examination: 50
4. Maximum marks for Skill test: 30
5. Maximum marks for Oral interview (VIVA VOCE): 20

Syllabus & Marks:

- i. Written examination and marks: 1. General English; 2. General Aptitude; 3. Computer knowledge.
- ii. Skill Test: 1. Computer operation; 2. Typing English/Telugu; 3. Data Entry.
- iii. Oral Interview (VIVA VOCE): 20 Marks.
- Only those candidates who qualify in each stage shall be permitted to appear for the subsequent stage.
- The candidates who fared well in written examination shall be called for skill test for the post of Data Entry Operator.
- The candidates who secured highest marks will be called for interview in 1:3 ratio.
- The candidates passed through the tests be called for certificate verification and oral interview.
- Merely securing minimum qualifying marks will not vest any candidate with a right to be considered for the selection.
- No person shall be eligible for appointment to the service by direct recruitment unless he/she satisfies the following conditions:
- (i) That he/she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.

- (ii) That his / her character and antecedents are such as would not disqualify for the service.
- (iii) That he / she is a citizen of India and belongs to the local of Prakasam Judicial District.

Examination Fees:

The applicants, who are under Open Competition/EWS/BC category have to pay examination fees of Rs.1000/- (Rupees Thousand only) towards examination fees, 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 fees of Rs.500/-.

The Fees shall be paid by way of Demand Draft drawn in favour of the **“Secretary, District Legal Services Authority, Prakasam District”**, payable at Ongole and the same shall be enclosed to the application.

Documents to be enclosed:

1. The applicant shall enclose Photostat copies of academic and technical qualifications, such as Pass Certificates, certificate evidencing date of birth and community certificate issued by the Competent Authority and experience certificate if any, duly attested by a Gazetted Officer of State/Central Govt., as per the qualifications required as stated above for the post.
2. Certificate in respect of local candidates in terms of the Presidential order, 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) Department, dated 01.11.1975. However, if the candidate has studied in two or more districts, 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.
3. Candidates, who migrated from Telangana to Andhra Pradesh between 2nd June, 2014 and 1st June, 2021 as per G.O.Ms.No.130, General Administration (SPF&MC) Department, dated 29.10.2019 and as per terms in Circular memo No.4136/SPF & MC/2015-5, dated 20.11.2017 of Government of AP., shall obtain the Local Status Certificate from the Competent Authority and produce it at the time of verification.
4. No-Objection Certificate from Employer (if employed anywhere).
5. The applicant has to produce original certificates on the day informed by the District Legal Services Authority, Prakasam at Ongole for verification. If the

applicant fails to produce any of the required Certificates, his/her candidature will be summarily rejected.

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

General Instructions:

1. Appointment will be made only on the basis of the Presidential Order issued under Article 371-D of the Constitution of India and subject to Rule of Reservation.
2. The application received without proper attestation and sufficient information will be rejected.
3. The Chairperson-cum-Principal District Judge, District Legal Services Authority, Prakasam at Ongole reserves right to short list number of applications as per Rules and instructions issued by the Hon'ble A.P. State Legal Services Authority, Amaravathi.
4. Selection will be made as per the Hon'ble A.P. State Legal Services Authority Rules, 1999 and as amended.
5. A person in a bigamous marriage shall not 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. Merely applying for a post will not give any right to any person to be considered for appointment.
8. This Office is not responsible for any postal delay, delay caused by any other service like Courier, or delay in delivery, etc., and no correspondence will be entertained in any respect.
9. The Chairperson-cum-Principal District Judge, District Legal Services Authority, Prakasam at Ongole reserves right to cancel the notification without assigning any reason thereof.
10. No person who has been dismissed from a State or Central Government Services or from the Service of under taking Central or State Government shall be eligible for appointment.
11. No person who has been convicted by Court of Law for an offence involving moral turpitude shall be considered for appointment.
12. No T.A/D.A. will be paid to the candidates.
13. Candidates resorting to or bring any influence of any kind will be summarily disqualified and there are liable for prosecution as per Law.
14. No information will be sent to unsuccessful candidates.
15. Applications shall be submitted only in the prescribed format.
16. The application fees is **mandatory and non-refundable**.
17. Applications without Demand Draft or with insufficient details shall be rejected.
18. The appointment shall be covered by the Contributory Pension Scheme.

The applications received after due date and not in the prescribed format without requisite documents and fee will not be accepted.

DIA NO 95
12.1.2026

Ong 12/1/26
I-Addl. District Judge, Ongole.
FAC: Chairperson-cum- Prl. District Judge
✓ District Legal Services Authority,
Prakasam at Ongole.

Encls: 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, 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.

61

DISTRICT LEGAL SERVICES AUTHORITY : PRAKASAM AT ONGOLE
(Notification No.01/2026, Dt.12.01.2026).

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR (On Regular basis)
 TO WORK IN THE OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, PRAKASAM,
 LOCATED IN THE DISTRICT COURT BUILDINGS COMPLEX AT ONGOLE.

Application No.
(To be filled by Office)

State:

District:

Affix a latest
 Passport size colour
 photograph attested
 by a Gazetted
 Officer

| | | | | | |
|----|---|---|------|-------|------|
| 1. | Name of the applicant, in full (in capital letters) | : | | | |
| 2. | a. Father's Name | : | | | |
| | b. Husband's Name (In case of married women) | : | | | |
| 3. | Sex (Male/Female/Transgender) | | | | |
| 4. | Date of Birth and Age as on 30.09.2025 (as per SSC certificate or other certificate, as the case may be) | | Year | Month | Days |
| 5. | Address for correspondence | : | | | |
| 6. | Mobile Number | : | | | |
| 7. | Permanent address | : | | | |
| 8. | Whether belongs to OC, BC, SC or ST (Specify the sub-group/caste and enclose copy of Certificate) | : | | | |
| 9. | Whether belongs to Persons with Benchmark Disabilities category (specify nature of disability and enclose copy of Certificate) | : | | | |

| | | | |
|-----|--|---|--|
| 10. | Whether Ex-serviceman, if so, furnish details and enclose copies of relevant certificates. | : | |
| 11. | Employment Exchange Registration number with date and place | : | |
| 12. | Educational Qualifications | : | |
| 13. | Technical Qualifications | : | |
| 14. | Other Qualifications, if any | : | |
| 15. | Previous experience, if any | : | |
| 16. | Particulars of D.D. enclosed | : | |
| 17. | Any other relevant information | : | |

DECLARATION

I hereby declare that all the particulars mentioned in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, action can be taken against me by the Authority.

I further declare that I fulfill all the conditions of eligibility regarding the age limit/educational qualifications etc., prescribed for the post to which I am applying.

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 Data Entry Operator

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

Signature of the Secretary,
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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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