

**DISTRICT LEGAL SERVICES AUTHORITY, KRISHNA AT MACHILIPATNAM**

**NOTIFICATION No. 01/ 2023.**

In supersession of the Notification issued by this Authority vide Notification No.02/2016 dt.24.03.2016, applications are invited up to 5 PM on 15.4.2023 for appointment to the following post on contract basis at the office of Permanent Lok Adalat for Public Utility Services, Krishna at Machilipatnam, sanctioned to Krishna District as per G.O.Ms No.339 FINANCE (SMPC-I) DEPARTMENT Dt : 20.12.2012.

Name of the Post : **TYPIST CUM ASISTANT**  
No of Vacancies : **01**  
Category : **Open competition**

**QUALIFICATIONS FOR THE POST OF TYPIST CUM ASISTANT**

- a) Judicial Ministerial Officers who retired as Typist-cum-Assistant who are proficient in Typewriting and having requisite qualifications for appointment as Typist-cum-Assistant.
- b) Judicial Ministerial Officers who retired on attaining the age of superannuation and who have not attained the age of sixty nine years; and
- c) Judicial Ministerial Officers having satisfactory record of service.

**Note: The Employees who were dismissed, removed, compulsorily retired or made to seek retirement are not eligible.**

If the suitable retired Judicial Employee does not respond or otherwise not available, the applications of the outsiders will be considered for the post of Typist-cum-Assistant on contract basis.

**QUALIFICATIONS FOR OUTSIDERS.**

A pass in Degree or its equivalent and Typewriting Higher Grade in English. If the candidates are not available in Higher Grade, Lower Grade will be considered.

**AGE:-**

The candidates must have completed the age of 18 years and must not have completed the age of 42 years as on 15.03.2023. The age relaxation in respect of S.Cs., S.Ts., B.Cs., and P.H.Cs., is as per Rules.

**METHOD OF RECRUITMENT TO OUTSIDERS:**

Typewriting test in English will be conducted for the post of Typist -cum- Assistant, followed by Oral Interview.

**GENERAL INSTRUCTIONS**

1. The candidate should be physically and mentally fit to hold the post.
2. The appointees shall enter into an agreement with the undersigned for a period of one year initially.
3. The remuneration will be paid consolidated of Rs.25,220/- (PRC-2022)
4. The services of the re-employed employees are liable to be terminated at any time without assigning any reasons and without any notice and the appointment is purely temporary and on ad hoc basis.
5. Retired employees should produce necessary certificates in proof of their age and service in the department.
6. Applications with insufficient information will be rejected.
7. The outsiders should produce all necessary certificates in proof of their academic and technical qualifications, date of birth and caste certificate, etc.,

8. No. T.A., will be paid to the candidates for the journey performed in connection with the recruitment.
9. Applications which do not contain necessary enclosures as detailed above will be rejected and no correspondence will be entertained in this regard.
10. Applications received after the due date will not be accepted and Applications received prior to this Notification will not be considered.
11. 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.
12. The undersigned reserves right to cancel this Notification at any time without assigning any reasons.

*S. Arun*

**Machilipatnam,  
Dated : 15.03.2023**

**Chairperson, DLSA -cum-Prl. District Judge,  
Krishna, Machilipatnam.**

*15/3/23*

To

1. All the Judicial Officers, Revenue Officials in the District with a request to cause affix of the same on the Notice Board of their respective courts, and offices.
2. The District Public Relations Officer, Krishna District for cause necessary publicity.
3. The Notice Board of District Legal Services Authority, Krishna, Machilipatnam.

*DIS NO 337  
15/3/23*

**PROFORMA**

**APPLICATION FOR THE POST OF \_\_\_\_\_**  
**DISTRICT LEGAL SERVICES AUTHORITY, KRISHNA AT MACHILIPATNAM.**  
Ref:- DISTRICT LEGAL SERVICES AUTHORITY Notification No. \_\_\_\_\_ dated :- \_\_\_\_\_

1 Name of the Applicant :  
(in Block letter)

2 Father Name :

3 Date of Birth and age as :  
on 15.03.2023

4 Mobile Number :

5 Address for :  
correspondence

6 Permanent Address :

7 Whether belongs to :  
(OC/SC/BC-A,B,C,D/ST)

8 Employment exchange :  
registration number with  
date and place

9 Education qualifications :

10 Other qualifications if any :

11 Technical qualifications :

12 Any other relevant :  
information

13 Previous experience if :  
any

Affix a latest  
passport size  
photo attested  
by Gazetted  
officer

PLACE :

DATE :

SIGNATURE OF THE APPLICANT