

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

**NOTIFICATION NO.2, DATED 12.01.2026.**

Applications are invited from the eligible candidates upto **5.00 P.M. on 27.01.2026** for appointment to the post of **Front Office Co-ordinator** in the office of District Legal Services Authority, Krishna District at Machilipatnam..

Name of the Post	:	FRONT OFFICE CO-ORDINATOR.
No. of posts	:	01 Open Competition
Pay Scale	:	Rs.25,220-80,910
Age Limit	:	As on 01.01.2026 the candidates must have completed 18 years and must not have completed 42 years.  (The age relaxation of maximum age limit in respect of SCs, STs and BCs is 5 years; in respect of Persons with Disability is 10 years and in-respect of Ex-Service men is as per existing rules subject to maximum of 45 years).
Educational Qualification	:	Any graduation from a recognized university. DCA/PGDCA Certificate having proficiency in MS Office, Internet, (English & Telugu) etc. are preferable.
Method of Recruitment	:	Written Examination will be conducted to the eligible candidates. Oral Interview will be conducted to the candidates qualified in Written examination..

**WORK PROFILE**

- a) Documentation with regard to legal aid helpline, advice rendered to legal aid seekers, duty rosters, updating of legal aid cases.
- b) Handling correspondence
- c) Managing consultations between a legal aid seeker and assigned panel advocate
- d) Informing legal aid seekers about the status of their application, Court cases.
- e) Ensuring and maintaining seamless flow of information between legal services clinics and front offices.

**CANDIDATES MUST ENCLOSE THE FOLLOWING COPIES OF DOCUMENTS DULY ATTESTED.**

1. Certificates of academic and technical qualifications such as marks lists, pass certificates, provisional certificate, testimonials and other certificates to prove their professional skills, if any.
2. Certificate evidencing date of birth.
3. Latest community certificate of candidates issued by the competent authority (for those claiming reservation and age relaxation)
4. A self addressed long envelop duly stamped postage of worth Rs.65/- for registered/speed Post with acknowledgement due.
5. Certificates in respect of Local/Non-local candidature in terms of presidential Orders, 1975.
6. Three recent passport size colour photographs of the applicant duly attested by a Gazetted Officer.
  - i. One to be affixed on the application.
  - ii. One to be affixed on the Original Hall Ticket.
  - iii. One to be affixed on the duplicate Hall Ticket.
7. Non-local applicants are not eligible.
8. Rule of reservation is not applicable under Rule 22(i)(j) of A.P.State Subordinate Service Rules, 1996

**EXAMINATION FEE :**

- a) The applicants, who are under Open Competition/EWS/BC category have to pay examination fee of Rs.1,000/- (Rupees one thousand only) towards examination fee, whereas the applicants who are SC/ST/Persons with Benchmark Disabilities category have to pay Rs.500/- (Rupees five hundred only).
- b) The Application/Examination Fee is to be remitted by way of Demand Draft in favour of Secretary, District Legal Services Authority, Krishna District at Machilipatnam.
- c) The application/Examination fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment Notifications is cancelled for any reason.

**EXAMINATION PATTERN :**

- a) Mode : Off-line (OMR)
- b) Duration : 90 minutes
- c) Maximum marks for written examination – 75.
- d) Maximum marks for Oral interview (VIVA VOCE) – 25.

**SYLLABUS :**

- a) General English
- b) General Aptitude
- c) Basic knowledge in Computers.



**N.B:-**

- 1) The sanctioned posts are governed by the APSLSA Service Rules 1999 as amended.
- 2) The vacancies are subject to the outcome of the Writ Petitions No.38445/2022, WP36801/2022, WP37081/2022, WP10602/2023, WP31684/2023, WP9500/2023, WP9572/2023, WP9576/2023, WP6248/2023, WP5777/2023, WP8931/2023, WP11177/2023, WP14454/2024, WP36153/2022, WP33739/2022, WP36959/2022, WP21100/2023, WP27647/2022, WP18167/2023 and WP38169/2022.
- 3) No T.A. or D.A. will be paid in connection with the examination/Interview.
- 4) The Applications received without proper attestation, insufficient information, insufficient enclosures and after due date will summarily be rejected.
- 5) Applications should be sent through Registered/Speed post only.
- 6) Applications received after due date and not in the prescribed format without requisite documents and fee will not be accepted.
- 7) This office is not responsible for any postal delay, delay caused by any other service like delay in delivery, etc., and no correspondence will be entertained in any aspect.
- 8) The Service of the appointed candidates is liable to be terminated at any time without assigning any reasons and without any notice and the appointment is purely on temporary basis.
- 9) The Chairman, District Legal Services Authority, Krishna, Machilipatnam reserves right to short list the number of applications, withhold or cancel the notification without assigning any reason thereof; right to fix the cut off marks secured in the Written Test/Skill Test on computer to call for the candidates for interview, fix the minimum marks secured in the interview for selection of the candidates etc.
- 10) The applications should be addressed to the Chairman-cum-Principal District Judge, District Legal Services Authority, Krishna, Machilipatnam-521 001, Andhra Pradesh.
- 11) Candidates resorting to bring influence of any kind will be disqualified summarily.

Machilipatnam,  
Dt:12.01.2026.

Dr. J. B. S. S.  
12/01/26

*(Signature)* 12/1/26  
**Judge, Spl.Court for POCSO Cases,  
I/C.CHAIRMAN, DLSA-CUM-  
PRINCIPAL DISTRICT JUDGE,  
KRISHNA, MACHILIPATNAM.**

To:

1. All the Chairpersons, Mandal Legal Services Committees in Krishna District.
2. All the Judicial Officers in the District,  
.... with a request to cause display of the same in their respective notice boards.

Copy to:

- 1) The District Collector, Krishna District, Machilipatnam.
- 2) The District Collector, N.T.R. District, Vijayawada.
- 3) The Employment Officers, Krishna and N.T.R. Districts.
- 4) The District Public Relations Officers, Krishna District and N.T.R. District for causing wide publicity.  
.... With a request to cause display of the same in their respective notice boards.
- 5) The Notice Board of District Court, Krishna, Machilipatnam.

System Officer, Prl. District Court, Krishna, Machilipatnam, with an instruction to upload the same in the District Court website.

**APPLICATION FOR THE POST OF FRONT OFFICE CO-ORDINATOR.**

**(as per Notification No.02/2026 dt.12.01.2026)**

Affix recent  
passport size  
photo duly  
attested by a  
Gazetted Officer.

1.	Name of the Applicant (Capital Letters)	:	
2.	Father's name	:	
3.	Date of Birth	:	
4.	Age as on 01.01.2026	:	
5.	Address for Correspondence	:	
6.	Permanent address.	:	
7.	Mobile Number	:	
8.	Whether belongs to (OC/EWS/BC/SC/ST/PHC/Ex- Servicemen)	:	
9.	Educational Qualifications	:	
10.	Technical Qualifications	:	
11.	Other qualifications if any.	:	
12.	Previous Experience if any	:	

Signature of the Applicant