

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

**NOTIFICATION NO. 03/2026, DATED 29.01.2026.**

Applications are invited from the eligible candidates, as per Andhra Pradesh State and Subordinate Service Rules, 1996 and guidelines issued by the Andhra Pradesh Corporation for Outsourced Services, for the post of **TYPIST - CUM - ASSISTANT ON OUTSOURCING BASIS** in the unit of District Legal Services Authority, Krishna, Machilipatnam.

Name of the Post	No. of Posts and roster	Emoluments
Typist-cum-Assistant (Outsourcing), Mylavaram, Jaggaiahpet and Tiruvuru.	<b>03</b>  B.C (C ) - 01 OC -01 S.C (Gr.III) - 01	Rs.18,500/- per month (Remuneration)

The application (together with bio-data) should be addressed to the Chairperson, District Legal Services Authority, Krishna District at Machilipatnam.

The Last date for receipt of application is up to 5.00 PM on 17/02/2026.

**Education and Other Qualifications :**

1. Must have passed **Graduation** from a Recognized University in India and
2. Must have passed the **Government Technical Examination in Type Writing by Higher Grade in English** and if such persons are not available, the Government Technical Examination in Type Writing by Lower Grade in English will be considered.
3. Must possess knowledge or qualification in **MS Office/Libre Office and Web browsing and pass a proficiency test** conducted by the Appointing Authority.
3. No candidate shall be eligible for appointment to the posts in the District Legal Services Authority, Krishna District if he/she does not possess an adequate knowledge of English and Telugu.

4. No person shall be eligible for appointment to the service unless he/she satisfies the following

- 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

**AGE LIMIT :**

Must have completed 18 years and must not have crossed 42 years as on 01.01.2026 and the upper age relaxation is 5 years for SCs, STs and BCs and the upper age relaxation is 10 years for PHs, OHs, Ex-Service men.

**MODE OF APPLYING :**

Candidates seeking appointment to the above posts should send their applications, only in the prescribed proforma addressed to **the Chairperson, District Legal Services Authority, Krishna District at Machilipatnam**, and should mention the name of the post applied for on the envelop cover. The applications must reach the above address by 5.00 PM on or before the last date. Applications received after last date will not be entertained.

**Attested copies of the following documents should be enclosed to the application:**

1. Attested copies of certificates of Academic and Technical Qualifications such as Marks lists, pass certificates, provisional certificates, Testimonials and other Certificates to prove their professional skills, if any, shall be enclosed.
2. Certificate evidencing Date of birth.
3. Latest community certificate issued by the Competent Revenue Authority in case of BC, SC & ST candidates.
4. Any other relevant certificates

5. A self addressed cover duly stamped with Rs.65/- for registered post with acknowledgment shall be enclosed to the applications.

6. One recent passport size photograph of the applicant duly attested by the Gazetted Officer to be affixed at the top of application in the place specified.

**GENERAL INSTRUCTIONS :**

1. Applications are to be submitted in the proforma prescribed which is appended hereto and applications received in any other format will be summarily rejected.

2. No T.A. or D.A. will be paid for the journey performed in connection with recruitment.

3. Applications with insufficient information will be summarily rejected.

4. Applications which do not contain necessary enclosures as mentioned above in detailed will be rejected.

5. Applications received prior to the notification and received after 5.00 PM of last date will not be entertained.

6. This office is not responsible for any postal or courier delay and no correspondence will be entertained in this regard.

7. Selection will be made as per guidelines issued by the Hon'ble High Court of Andhra Pradesh, Government APCOS.

8. The appointing authority reserves the right to cancel the notification without assigning any reasons therefore.

9. The employees who were dismissed, removed, compulsorily retired or made to seek retirement are not eligible for re-employment.

10. Candidates resorting to bring influence of any kind will be disqualified summarily.



**Note :**

1. The appointed candidates shall be entitled to remuneration as per latest Government Order in vogue. It may be determined from time to time by the Government / Hon'ble High Court of Judicature at Amaravathi.
2. The appointed candidates shall be required to discharge their duties sincerely, courteously and honestly to the satisfaction of the Presiding Officers.
3. 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 temporary and on honorarium basis.

DLS NO: 249  
29/01/26

Chairman-cum-Principal District Judge,  
District Legal Services Authority,  
Krishna, Machilipatnam.

To

All the Judicial Officers in the District with a request to cause display of the same in notice boards of their respective Courts.

Copy to

1. The District Collector and Chairman, APCOS, Krishna District.
2. The District Collector and Chairman, APCOS, NTR District.
3. The District Collector and Chairman, APCOS, Eluru District
4. The Joint Collectors of Krishna District, NTR District and Eluru District
5. The District Employment Officer, Krishna, NTR and Eluru Districts.
6. The District Public Relations Officers of Krishna District, NTR District and Eluru District.

Copy to the Notice Boards of DLSA and Prl.District Court, Krishna District.

Copy to the Website of Prl.District Court, Krishna District.

Copy submitted to

The Member Secretary, A.P.State Legal Services Authority, Amaravathi. For information.

**APPLICATION FOR THE POST OF  
TYPIST CUM ASSISTANT (OUTSOURCING)**

**(as per Notification No.03/2026 dt. .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