

DISTRICT LEGAL SERVICES AUTHORITY: VISAKHAPATNAM
NOTIFICATION NO. 3/2026, DATED: 12-01-2026

Applications from the eligible candidates are invited upto **5.00 P.M. on 27-01-2025** in the format given hereunder for temporary appointments to the following category of posts in the Unit of District Legal Services Authority, Visakhapatnam District as per A.P. State Legal Services Authority Service Rules, 1999 as amended. Keeping in view Rule 4 (d) and Rule 6 (3) of A.P. State Legal Services Authority Service Rules.

S.No	Name of the post	Numb er of Posts	Category for Reservation	Scale of Pay
1.	Category 4 (d) of Division III Front Office Co-ordinator	01	Open Competition (OC)	Pay Scale of Rs.25,220/- to Rs. 80,910/-

The filled in applications should be addressed to the Chairman, District Legal Services Authority-cum-Principal District Judge, District Court buildings, Visakhapatnam, together with a **DD for Rs.1000/- (Rupees One thousand only)** for OC/BC and **DD for 500/- (Rupees Five hundred only)** for SC/ST/PH and Ex-Serviceman drawn from any Nationalized Bank in favour of the **Secretary, District Legal Services Authority, Visakhapatnam** payable at Visakhapatnam speed post only duly superscribing the name of the post applied for as **"APPLICATION FOR THE POST OF FRONT OFFICE COORDINATOR"**, so as to reach the addresses.

Educational Qualifications :

Passed any Degree or its equivalent examination with computer knowledge and typing knowledge with minimum 3 years experience in MS office/Libre Office.

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 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, BCs and EWs is five years** and in respect of **specialty abled persons is 10 years** and **ex-servicemen** under Rule 12© (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. Skill test (computer, typing and data entry)
(Skill test is only for Data Entry Operator)
- iii. 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 AND MARKS :

1. Written Examination and Marks:

1. General English
2. General Aptitude
3. Basic knowledge in computers.

2. Oral Interview (VIVA VOCE)

PENSION SCHEME:

The employees appointed after 1.9.2004 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. Degree or equivalent examination, computer/typing 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 postal envelope with registered post and acknowledgment due.
7. Two recent pass-port size photos.
8. In case of physically handicapped, a certificate should be enclosed to that effect.

Note :


The vacancies are subject to the outcome of the Writ Petitions No.38445 of 2022, WP 36801/2022, WP 37081/2022, WP 10602/2023, WP No.31684/2023, WP No.9500/2023, WP No.9572/2023, WP No.9576/2023, WP No.6248/2023, WP No.5777/2023, WP No. 8931/2023, WP No.11177/2023, WP No.14454/2024, WP No.36151/2022, WP No.33739/2022, WP No.36959/2023, WP No.21100/2023, WP No.27647/2022, WP No.18167/2023 and WP No.38169/2022.

NB:-

1. Incomplete 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 the subject and special qualifications etc. besides interviewing the candidates by the undersigned orally.
7. 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 notified as per rule 12 (2) (d) of the A.P. State and Subordinate Service Rules, 1996.

8. 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.
9. No T.A. and D.A. will be paid to the candidates to attend the examination and interview.
10. The candidate is to be of sound health, active habits and free from bodily defects of infirmity, otherwise making her unfit for the service.
11. The applications received after the last date will not be accepted.
12. The undersigned reserves right to cancel this Notification at any time without assigning any reasons.

Station : Visakhapatnam
Date : 12-01-2026


ADDL. DISTRICT & SESSIONS JUDGE
CUM-I/C. CHAIRMAN,
DISTRICT LEGAL SERVICES AUTHORITY-
CUM-PRINCIPAL DISTRICT & SESSIONS JUDGE,
VISAKHAPATNAM

Dis no. 119

Dt. 12-01-2026

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 Visakhapatnam District.
3. All the Chairmen, District Legal Services Authorities in the state of Andhra Pradesh.
4. The District Collectors of Visakhapatnam, Anakapalli and Alluri Seetharamaraju 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 Officer, Visakhapatnam with a request to cause display of the same in the Notice Board.
6. The Administrative Officer, District Court, Visakhapatnam to cause affix of the same on the Notice Board.
7. The District Public Relations Officer, Visakhapatnam District for cause necessary publicity.
8. The Notice Board of District Legal Services Authority, Visakhapatnam.

Copy submitted to :

The Member Secretary, A.P. State Legal Services Authority, Vijayawada
for favour of information.

APPLICATION FORM

APPLICATION FOR THE POST OF FRONT OFFICE COORDINATOR

AFFIX RECENT
PASSPORT SIZE
PHOTO (Attested by
Gazetted Officer)

1. 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 :

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