

DISTRICT LEGAL SERVICES AUTHORITY :: EAST GODAVARI,
RAJAMAHENDRAVARAM.
NOTIFICATION NO.01/2024

NOTIFICATION CALLING FOR APPLICATIONS FOR THE POST OF
TYPIST-CUM-ASSISTANT ON CONTRACT BASIS IN PERMANENT LOK
ADALAT FOR PUBLIC UTILITY SERVICES, DISTRICT LEGAL SERVICES
AUTHORITY, RAJAMAHENDRAVARAM, EAST GODAVARI DISTRICT.

DATED 07-11-2024.

Sub:- ESTABLISHMENT - DLSA, EG., - PLAPUS - Applications invited to fill up the post of **TYPIST-CUM-ASSISTANT ON CONTRACT BASIS** in Permanent Lok Adalat for Public Utility Services, District Legal Services Authority, East Godavari District at Rajamahendravaram - Notification - Issued.

Read:- 1) Section 22 B (i) of Legal Services Authorities Act, 1987.
2) Letter Roc. No. 5240/ APSLSA/LSW-292/2006, dated 21-09-2006 of the Hon'ble A.P. State Legal Services Authority.
3) Letter Roc.No.6456/LSA-AW/2007, dated 20-09-2007 of the Hon'ble A.P. State Legal Services Authority.
4) G.O. Ms. No. 339 Finance (SMPC-1) Department, dated 20-12-2012 of Government of A.P.
5) Letter Roc.No.4437-E1/APSLSA/ESTT/2024, dated 04.11.2024 of the Hon'ble A.P. State Legal Services Authority.
6) Office Order dt.07.11.2024 and orders passed thereon.

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Pursuant to the references 1st to 6th read above, applications are hereby invited from the following qualified:

- 1) Judicial Employees of A.P. Judicial Ministerial Service who have retired as Typist cum Assistant and who are proficient in Typewriting and having requisite qualifications for appointment as Typist cum Assistant will be considered for the Post of Typist-cum-Assistant.
- 2) Outsiders who are having Bachelor Degree or its equivalent qualifications and Typewriting in English Higher grade, if such persons are not available Lower grade will be considered and having Computer Knowledge, between age group of 18 to 65 years as on 01.07.2024.

To fill up **01 post of Typist-cum-Assistant on Contract Basis** in Permanent Lok Adalat for Public Utility Services, Rajamahendravaram.

The applications should be in the prescribed proforma appended hereto, to be submitted directly to the Chairman-cum-Prl. District Judge, District Legal Service Authority, East Godavari District at Rajamahendravaram **on or before 28 .11.2024 upto 5.00 P.M.** by mentioning on the top of the envelop as to the post for Typist cum Assistant.

The monthly consolidated Honorarium as per Rules in force

N.B:-The Appointment of retired Judicial Employees/normal candidates is subject to the following conditions for the post of Typist Cum Assistant.

- 1) The persons who have retired as Typist cum Assistant of A.P. Judicial Ministerial Services and the candidates who are proficient in type writing and have requisite qualification for appointment as Typist will be considered for the post of Typist.
- 2) Ministerial Officers who retired on attaining the age of superannuation and who have not attained the age of 65 years.
- 3) Ministerial officers having satisfactory record of service.
- 4) The candidates have to produce medical fitness certificate and should be physically and mentally fit to hold the post. The term of re-employment will be determined from time to time.
- 5) The employees who were dismissed, removed, compulsorily retired or made to seek retirement on medical grounds are not eligible for re-employment.
- 6) The employees who are re-employed shall be entitled to such consolidated remuneration as may be determined from time to time by the Government/High Court.
- 7) The re-employed shall be required to discharge their duties sincerely courteously and honestly to the satisfaction of the presiding officers.
- 8) The services of the re-employed person is liable to be terminated at any time without assigning any reasons and without any notice and the appointment is purely temporary on contract basis.
- 9) On appointment the appointees shall enter into an agreement with the concerned Unit Head initially for a period of one year, subject to renewal for a further period from time to time at the discretion of the Unit Head.
- 10) The retired employees should submit their service certificates.

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. S.S.C. or equivalent examination and other certificates to prove their proficiency and skills, if any.
2. Certificate showing the date of birth.
3. Community Certificate
4. Employment Registration Card.
5. A self addressed postal envelope affixed with sufficient Postal stamps.
6. Two recent passport size photos

7. In case of physically handicapped, a certificate should be enclosed to that effect.

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 subject to rules of reservation.

5. After short listing, the candidates are liable to be subjected to such written tests as may be though 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.

6. 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 him/her candidature, extraneous support from Official or non-official source for appointment to the post notifies as per rule 12 (2) (d) of the A.P.State and Subordinate Service Rules, 1996.

7. No T.A. and D.A. will be paid to the candidates to attend the examination and interview.

8. The candidate is to be of sound health, active habits and free from bodily defects of infirmity, otherwise making her unfit for the service.

9. The applications received after the last date will not be accepted.

N.B.:- If eligible retired persons are not available, the candidature of outsiders who are having Bachelor Degree or its equivalent qualifications and Typewriting English Higher grade, if such persons are not available Lower grade will be considered and having Computer Knowledge.

Rajamahendravaram

Dt: 07.11.2024

CHAIRMAN-CUM-PRL.DISTRICT JUDGE
DLSA, EG.DIST.

Scanned
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1. All the Courts in the unit of District Judge, East Godavari District, Rajamahendravaram with a request to down load the notification from e-Courts website and display the same on the notice board.

Contd...

2. The Chairman, PLAPUS, Rajamahendravaram.
3. The Secretary, District Legal Services Authority, Rajamahendravaram.
4. The Notice Board, District Court, Rajamahendravaram.
5. The Notice Board, DLSA, Rajamahendravaram.
6. The System officer (In-charge), District Court, Rajamahendravaram with an instruction to upload the Notification in e-Courts website.

Copy to:

The Hon'ble Member Secretary, A.P.State Legal Services Authority, Amaravathi for information.

APPLICATION FORM

**APPLICATION FOR THE POST OF TYPIST CUM ASSISTANT
ON CONTRACT BASIS
IN PERMANENT LOK ADALAT FOR PUBLIC UTILITY SERVICES,
DISTRICT LEGAL SERVICES AUTHORITY, EAST GODAVARI.**

Affix Recent
Passport size
photo.

1	Name of the Applicant (In block letters)	:	
2	Full Address of the Applicant	:	
3	Mobile No.	:	
4	Date of Birth	:	
5	Age as on 01.07.2024.	:	
6	Educational Qualifications	:	
7	Technical Qualifications	:	
8	Particulars of previous service held in Judicial Department with Stations and periods.	:	
9	Date of retirement from service with copy of Proceedings.	:	
10	Details of punishments, if any imposed.	:	

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:

Dated:

Signature of the Candidate
with date.

(* Strike off if not applicable)