

**DISTRICT LEGAL SERVICES AUTHORITY, DISTRICT COURT COMPOUND,  
CHITTOOR.**

**NOTIFICATION FOR THE POST OF FRONT OFFICE CO-ORDINATOR**

**Category 4 (d) of Division - III**

**NOTIFICATION NO.2/2026**

**DATED:12.01.2026**

Sub:- District Legal Services Authority, Chittoor – Notification inviting applications from the eligible candidates for selection of a post of Front Office Co-ordinator on regular basis – Issued.

- Ref:- 1. Lr.ROC.No.02-E1/APSLSA/Estt./2026, dated:09.01.2026 of the Hon'ble A.P. State Legal Services Authority, Amaravathi to initiate recruitment and modalities to the post of Front Office Co-ordinator on regular basis.
2. G.O.Ms.No.23, Law (L.A.&J –Home-Courts-B), Dept., dt:17.2.2025.
3. G.O.Ms.No.47, LAW (L, L.A. & J – Home-Courts-B), dated: 24-2-2023.
4. G.O.Ms.No.48, LAW (L, L.A. & J – Home-Courts-B), dated: 24-2-2023.

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Applications are invited for appointment to one post of **Front Office Co-ordinator, on Regular basis** to work in the District Legal Services Authority, Chittoor.

**Vacancy Position, Qualification and Roster Post:**

<b>Sl. No.</b>	<b>Designation of the post</b>	<b>No. of post</b>	<b>Roster Point</b>	<b>Qualification required</b>	<b>Scale of Pay</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>
01.	Front Office Co-ordinator	01	O.C (Open Category)	Graduation, Basic Knowledge in Computers	Rs.25,220/- – 80,910/-

The application shall be submitted in the prescribed format enclosed herewith.

**Last Date for Receipt of applications:**

The Last Date for receipt of applications is **27.01.2026 by 5 P.M.** The applications shall be addressed to the Chairman-cum-Principal District Judge, District Legal Services Authority, District Court Compound, Chittoor, by Registered Post / Speed Post only. **Applications submitted in person shall not be accepted.**

This notification is subject to the outcome of Writ Petitions No. 38445/2022, W.P. 36801/2022, W.P.37081/2022, W.P.10602/2023, W.P.31684/2023, W.P. 9500/2023, W.P.9572/2023, W.P.9576/2023, W.P.6248/2023, W.P. 5777/2023, W.P.8931/2023, W.P.11177/2023, W.P.14454/2024, W.P.36153/2022, W.P. 33739/2022, W.P.36959/2022, W.P.21100/2023, W.P.27647/2022, W.P. 18167/2023 and W.P. 38169/2022

**Age Limit:**

Must have completed the age of 18 years and must not have completed the age of 42 Years as on **31-12-2025 as per G.O.Ms.No.36, General Administration (Service-A) Department, dated 04.03.2025.**

**Provided that the upper age limit** of 42 years is relaxable by 5 years in respect of the persons under Schedule Casts/Schedule Tribes/Backward Classes and EWS.

**Provided that the upper age limit** of 42 years is relaxable by 10 years for persons with Benchmark disabilities.

**Provided that the upper age limit** of 42 years is relaxable as per Rule 12 (1) (c) (i) of A.P. State and Subordinate Services Rules, 1996 for Ex-Servicemen.

**Reservation:**

1. The vertical reservations in respect of Backward Classes (A,B,C,D and E) Economically Weaker Sections (EWS), Scheduled Tribes, Scheduled Caste and horizontal reservation for women, persons with bench mark disabilities, Ex-Servicemen and Meritorious Sports persons shall be, as per A.P. State Legal Services Authority Rules, 1999.

2. The applicants, who are BC/SC/ST/EWS/PWD/Ex-Servicemen/Meritorious Sports persons and intend to avail reservation, shall choose the applicable categories and enclose the necessary certificate.

3. The applicant who intendent to avail, claim reservation under the Backward Classes (A,B,C,D and E) shall submit a copy of Certificate issued to the effect that they belong to Non-Creamy Layer in terms of G.O.Ms.No.3, Backward Classes Welfare (C2) Department, Dated:04-04-2006, G.O.Ms.No.26 Backward Classes Welfare © Department Dated:09-12-2013 and as per the income ceiling which is in force as on the date of notification. In case non submission of the Certificate, his / her candidature will be considered against Open Category only.

**Mode of Selection:**

- i) Written Examination;
- ii) Oral Interview (VIVA VOCE).

**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:**

1. Written examination and marks: General English, General Aptitude and Basic Knowledge in Computers.
2. Oral Interview (VIVA VOCE):
  - Only those candidates who qualify in each stage shall be permitted to appear for the subsequent stage.
  - The candidates passed through the tests be called for certificate verification and oral interview.
  - The minimum qualifying marks to be secured in the written examination shall be 40% for Open Competition and Economically Weaker Section (EWS) Category, 35% for BC category, 30% for SC, ST & Persons with Benchmark Disabilities. The minimum qualifying marks for Ex-Servicemen and Meritorious Sports persons are as per their category.
  - Merely securing minimum qualifying marks will not vest any candidate with a right to be considered for the selection.
  - No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,
    - i. That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the service.
    - ii. That his/her character and antecedents are such as to qualify him/her for such service

**Merit List:**

1. Merit list will be based on the marks obtained by the candidates in the examination.
2. Where two or more candidates get equal number of marks in the Examination, the elder in age will be considered for provisional selection, in case of a tie in age also, the candidate, who possesses higher educational qualification would be considered. In case of tie in higher educational qualification, the candidate with higher marks in the prescribed educational qualification would be considered.

**Examination Fee:**

- a) The applicants, who are under Open Competition/EW/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 in favour of Secretary, District Legal Services Authority, Chittoor.

- c) The application/Examination fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment Notification is cancelled for any reason.

**Documents to be enclosed:**


1. The applicant shall enclose Photostat copies of academic and technical qualifications, such as Pass Certificates, certificate evidencing date of birth and community certificate issued by the Competent Authority and experience certificate if any, duly attested by a Gazetted Officer of State/Central Govt.
2. Certificate in respect of local candidates in terms of the Presidential order, 1975 i.e., Study Certificate/s for four (4) academic years from 7th to 10th classes (or) in case they have not studied in any educational institutions during the whole/a part of the 4 consecutive academic years ending with the academic year or appeared privately for SSC examination/Open School, have to submit Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD (SPF-A) Department, dated 01.11.1975. However, if the candidate has studied in two or more districts, where the candidate has studied for maximum period will be considered for treating him/her as local candidate of that Judicial District. If certificates in proof of local candidature are not in accordance with these instructions, the candidate will be treated as Non-local.
3. Candidates, who migrated from Telangana to Andhra Pradesh between 2nd June, 2014 and 1st June, 2021 as per G.O.Ms.No.130, General Administration (SPF&MC) Department, dated 29.10.2019 and as per terms in Circular memo No.4136/SPF & MC/2015-5, dated 20.11.2017 of Government of AP., shall obtain the Local Status Certificate from the Competent Authority and produce it at the time of verification.
4. No-Objection Certificate from Employer (if employed anywhere).
5. The applicant has to produce original certificates on the day informed by the District Legal Services Authority, Chittoor for verification. If the applicant fails to produce any of the required Certificates, his/her candidature will be summarily rejected.
6. A self-addressed envelope (duly stamped worth of Rs.75/-) for speed post with acknowledgment due shall be enclosed to the application.
7. Three recent passport size colour photographs of the applicant duly attested by a Gazetted Officer. (one photo on the application, one photo on the original hall ticket and another photo on the duplicate hall ticket).


**General Instructions:**

1. Appointment will be made only on the basis of the Presidential Order issued under Article 371-D of the Constitution of India and subject to Rule of Reservation.
2. The application received without proper attestation and sufficient information will be rejected.
3. The Chairman-cum-Principal District Judge, District Legal Services Authority, Chittoor reserves right to short list number of applications as per Rules and instructions issued by the Hon'ble A.P. State Legal Services Authority, Amaravathi.
4. The applicant shall indicate their Local/Non Local status in respect of Judicial Districts as named in the notification since the Judicial Districts are not bifurcated for Judicial in State of A.P. as done for others as per G.Os dated 02-04-2024.
5. Selection will be made as per A.P. State Legal Services Authority Rules, 1999.
6. Merely applying for a post will not give any right to any person to be considered for appointment.
7. 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.
8. The Chairman-cum-Principal District Judge, District Legal Services Authority, Chittoor reserves right to cancel the notification without assigning any reason thereof.
9. No person who has been dismissed from a State or Central Government Services or from the Service of under taking Central or State Government shall be eligible for appointment.
10. No person who has been convicted by Court of Law for an offence involving moral turpitude shall be eligible for appointment.
- 11.No T.A/D.A. will be paid to the candidates.

12. Candidates resorting to or bring any influence of any kind will be summarily disqualified and they are liable for prosecution as per Law.
13. No information will be sent to unsuccessful candidates.
14. Applications shall be submitted only in the prescribed format.
15. Applications without Demand Draft or with insufficient details shall be rejected.
16. The appointment shall be covered by the Contributory Pension Scheme only.

**The applications received after due date and not in the prescribed format without requisite documents and fee will not be accepted.**

  
PCJ (Sr. Div.),  
I/C Secretary,  
DLSA., Chittoor.  
12/1/2026  
Encl: Application

  
Chairman-cum- Prl. District Judge,  
District Legal Services Authority,  
Chittoor.  
12/1/2026

To

1. All the Judicial Officers in the District - with a request to cause display on notice board.
  2. The Secretary, District Legal Services Authority, Chittoor.
  3. All the Chairmen/Chairpersons, Mandal Legal Services Committees in Chittoor unit with a request to display the notification in their respective Notice Boards.
  4. The District Collector, Chittoor for information.
  5. The District Employment Officer, Chittoor for information.
  6. The Station Director, All India Radio Station, Chittoor with a request to broadcast of the notification for wide publicity.
  7. The District Public Relations Officer, I & P.R. Department, Chittoor – with a request to give gist of the notification in newspapers for wide publicity.
  8. The System Officer, Principal District Court, Chittoor with a request to upload the same in the District Judicial Website.
  9. The Notice Board of Nyaya Seva Sadan, Chittoor.
  10. The Notice Board of District Court, Chittoor.
- Copy to: The Member Secretary, A.P. State Legal Services Authority, Amaravati for favour of information.

Note: Application is available in the official website: <https://chittoor.dcourts.gov.in>  
The examination date, centre, date of interview and list of selected candidates will be subsequently uploaded in the official website

Dis. No. 90

Dt: 12/01/2026

**DISTRICT LEGAL SERVICES AUTHORITY : Chittoor**  
**District Court Complex, Chittoor**

**APPLICATION FOR THE POST OF FRONT OFFICE CO-ORDINATOR**  
**(Notification No.02 /2026, Dt. 12.01.2026)**

**Application No.**  
**(To be filled by Office)**

Affix Latest  
Passport Size  
Photo attested by  
Gazetted Officer

1 Name of the applicant :  
(in Block Letters)

2 Father's/ Husband's Name :

3 Gender :

4 Date of Birth and Age as on :  
**31.12.2025 (enclose relevant  
Certificates)**

5 Address for Communication :  
a) Present Address

b)Permanent Address :

6 Contact Details Mobile/Whatsapp No. \_\_\_\_\_  
Land Line No. \_\_\_\_\_  
(If any) \_\_\_\_\_  
Alternate Contact No. \_\_\_\_\_  
Email ID \_\_\_\_\_

7 Whether belongs to :  
OC/BC/SC/ST.,) (Specify sub  
group/caste) in case of  
reservation (Mention Sub-Caste)

8 Whether Belongs to Persons  
with Benchmark Disabilities  
category (Specify nature of  
disability and Enclose copy of  
Certificate)

S.No.	Nature	%
1	Blindness or low vision	
2	Deaf and hard hearing	
3	Locomotors disability including Cerebral palsy, etc	
4	Autism, Intellectual, disability, Mental illness	
5	Multiple disabilities from amongst persons under clauses (a) to (d)	

9 Are you an Ex-Service man? :

10 Educational Qualifications:

a) Academic

Examination passed	Name of the Board/ University/School	Month and year of passing with registration number	Division of Pass	Percentage of Marks Secured

b) Technical Qualification if any :

c) Special Skills :

d) Others, if any :

11. Previous work experience :  
With specialization/Special skills, if any

12. Employment Exchange  
Registration No, & Date :

13. Local/Non Local Status :

14. Marital Status :

15. Particulars of D.D. enclosed :

**DECLARATION**

I hereby declare that all the particulars mentioned in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after selection, action can be taken against me by the Authority.

I further declare that I fulfill all the conditions of eligibility regarding the age limit/educational qualifications etc., prescribed for the post to which I am applying.

Station:

Date :

**Signature of the Applicant**

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**LIST OF ENCLOSURES/DOCUMENTS ATTESTED BY GAZETTED OFFICER**

1	Certificate of Secondary School Education	YES	NO
2	Certificate of date of birth issued by competent authority	YES	NO
3	Certificate of Nativity and Residence issued by competent authority	YES	NO
4	Community Certificate in case of BCs, SCs, and STs and the certificate shall show specifically the classification of the group	YES	NO
5	Discharge certificate for Ex-Servicemen	YES	NO
6	Latest attested copy of disability certificate "showing the percentage, of disability" has to be submitted by PBD candidates, obtained from Medical Board	YES	NO
7	Academic & technical qualifications such as Pass Certificates, Mark List, provisional Certificates, testimonials, etc., ( Any Other relevant certificates)	YES	NO
8	One recent passport size photograph duly attested by any Gazetted Officer to be affixed in the space provided in the application form	YES	NO
9	Two recent passport size photographs to be affixed to the Hall ticket sheet	YES	NO
10	A duly stamped self-addressed envelope cover	YES	NO
11	Demand Draft	YES	NO

**Station:**

**Date:**

**Signature of the Applicant**

**DISTRICT LEGAL SERVICES AUTHORITY, DISTRICT COURT COMPLEX, CHITTOOR**

**HALL TICKET (ORIGINAL) FOR WRITTEN EXAMINATION TO THE  
POST OF FRONT OFFICE COORDINATOR**

(To be filed by the candidate)

**Hall Ticket No:** \_\_\_\_\_

Affix Latest  
Passport Size  
Photo attested  
by Gazetted  
Officer

1. Name of the Candidate :
2. Father's/ Mother's/  
Husband's Name :
3. Date & Time of Examination :
4. Place of Examination :

Signature of the candidate  
(Note:- Sl.Nos. 1,2 shall be filled and  
Duly signed by the applicant)

Signature of the Secretary,  
DLSA, Chittoor.

**DUPLICATE**

**DISTRICT LEGAL SERVICES AUTHORITY, DISTRICT COURT COMPLEX, CHITTOOR**

**HALL TICKET FOR WRITTEN EXAMINATION TO THE  
POST OF FRONT OFFICE COORDINATOR**

(To be filed by the candidate)

**Hall Ticket No:** \_\_\_\_\_

Affix Latest  
Passport Size  
Photo attested  
by Gazetted  
Officer

1. Name of the Candidate :
2. Father's/ Mother's/  
Husband's Name :
3. Date & Time of Examination :
4. Place of Examination :

Signature of the candidate  
(Note:- Sl.Nos. 1,2 shall be filled and  
Duly signed by the applicant)

Signature of the Secretary,  
DLSA, Chittoor.