NOTIFICATION No.01/2025 DATED: 11 /06/2025

1. Applications are invited for direct recruitment to the following post in the District Legal Services Authority, Rajanna Sircilla Unit.

2. Applications shall be in the prescribed proforma and to be sent to the following address by Registered Post/Courier only from **13-6-2025 to 23-6-2025** up to 05.00p.m. NO APPLICATION SHALL BE RECEIVED DIRECTLY. The application COVER shall contain Application for the POST OF Steno-cum-Typist.

3. Applications shall be addressed to the CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY, NYAYA SEVA SADAN, DISTRICT COURT PREMISES, SIRCILLA.

4. The detailed Examination Schedule will be hosted in the District Courts website (i.e., e-courts) and the applicants are required to visit the official website of the District Courts Website to keep them updated on all the steps/results until the completion of the recruitment.

Schedule

DETAILS	DATES
Date of Publication of Notification	11.06.2025
Starting Date for submission of application	13.06.2025
Closing Date for submission of Application	23.06.2025 at 05:00PM
Scrutiny of Applications	24.06.2025
Issuing of Hall Tickets	04.07.2025

5. VACANCY POSITION:-

Steno/Typist:

Class / Category	Number of posts
General	1
TOTAL	1

Note: The Chairman, District Legal Services Authority, Rajanna Sircilla, reserves the right to cancel the notification, at any stage without assigning any reason whatsoever. No right will accrue to the candidate by virtue of the notification.

6. EDUCATIONAL QUALIFICATION PRESCRIBED:

Steno/Typist:

a) Must have passed Degree in Arts or Science or Commerce or Law of a University in India established or incorporated by or a central Act, Provisional Act or a State Act or from any Institution recognized by the University Grants Commission or any other degree equivalent to such qualification.

b) Must have passed the Government Technical Examination with a speed of 120 w.p.m. in English Shorthand. If not available in Shorthand higher grade in English, the Shorthand Lower Grade in English will be considered.

c) Must have passed the Government Technical Examination in Typewriting in Higher Grade in English (with a speed of 45 w.p.m.), If not available in Typewriting Higher grade in English, the Typewriting Lower Grade in English will be considered.

d) Must have knowledge or qualification in computer operation.

e) The candidate should possess all the requisite qualifications as indicated above as on the date of publication of this notification.

7. LINGUISTIC QUALIFICATION:

a. Candidates shall not be eligible for appointment if they do not possess adequate knowledge of the language or languages of the district in which they are to be appointed.

8. AGE LIMIT:

a) The individual must have completed the age of 18 years and must not have completed 34 years of age on the first day of **May**, 2025.

b) The relaxation of maximum age limits in respect of SCs/STs/BCs/EWS or the Aboriginal Tribes in the Agency areas/BCs is 5 years. Differently-abled person shall be given age relaxation of 10 years.

c) The relaxation of maximum age limit in respect of Ex-Servicemen will be as per Rule 12(1)(c)(i) of the Telangana State and Subordinate Service Rules.

d) The upper age limit will be relaxed to the candidates who are presently working on contract or outsourcing basis In the Legal Services Institutions in the State of Telangana, provided that they were within the prescribed age limit at the time of their initial appointment, either on contract, or on outsourcing basis, subject to fulfillment of prescribed qualifications and Judicial Orders, if any, from time to time, in this regard.

9. METHOD OF RECRUITMENT:

a) The Selection Process for the Post of **Steno/Typist** will be OMR based examination, the examination will be the standard consistent with the minimum educational qualification prescribed in the Notification. The question paper of the OMR based examination will be objective type with multiple choice answers for 40 marks, (20 marks General Knowledge and 20 marks General English) Duration of the written examination will be 45 minutes. The skill Test (Stenography) is for 40 marks and oral interview (viva-voice) will be for 20 marks.

b) The minimum qualifying marks to be secured in the OMR examination shall be 40% for OC and EWS, 35% for Backward Classes and 30% for Scheduled Castes and Scheduled Tribes and PH candidates and these candidates alone will be called for Skill Test.

c) The candidates who are shortlisted in the OMR based examination will be required to appear in the Skill Test for Stenography. The Candidates will be given dictation for 5 minutes in English at the speed of 120 words per minute (W.P.M). The transcription is to be done on Computers within 45 minutes.

d) The minimum qualifying marks to be secured in the Skill Test are 40% for OC and EWS, 35% for Backward Classes and 30% for Scheduled Castes and Scheduled Tribes and PH candidates.

e) OMR examination, the question paper will be in English language only.

f) After scrutiny the applications which are not in order will be rejected and the applications which are found to be in order will be accepted for OMR based Examination.

g) The candidates qualified in the examination will be shortlisted in the ratio 1:3 of the notified/available vacancies for certificate verification prior to the oral interview (Viva-voice) and the candidates who are eligible will be called for oral interview from the said ratio.

10. No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions:

i. That he/she is of sound health and active habits 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; and

iii. He/she is a citizen of India.

11. EXAMINATION FEE:

a) The applicants who belong to OC and BC categories have to pay an amount of Rs.800/- (Rupees Eight hundred only) towards examination fee, whereas the SC, ST category candidates have to pay an amount of Rs.400/- (Rupees Four hundred only).

b) The Examination Fee is to be paid in the shape of Demand Draft only in the name of "The Secretary, District Legal Services Authority, Rajanna Sircilla" payable at Rajanna Sircilla.

c) The 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.

12. MERIT LIST:

a) Merit list will be based on the consolidated marks obtained by the candidates in the examination and Viva-Voice.

b) Where two or more candidates get equal number of consolidated marks in the said Examination and oral interview, the elder in age will be considered for provisional selection. In case of a tie in age also, the candidate with highest marks in the prescribed educational qualification would be considered.

13. COPIES OF DOCUMENTS ATTESTED BY GAZETTED OFFICER TO BE SUBMITTED ALONG WITH APPLICATION:

a) Original certificates of prescribed academic/ Technical qualifications such as, marks lists, pass certificates, certificate evidencing date of birth, community certificate issued by the competent authority in case of SCs, STs and BCs and Certificate in respect of Local/Non-local.

b) The certificate in respect of BCs, shall show specifically the classification of the group.

c) Two sets of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of verification of the certificates.

d) The Other Backward Class (OBC) Certificates will not considered.

e) No-objection Certificates from Employer (if employed anywhere).

f) A self Addressed long envelope duly stamped with a postage of Rs.30/-

g) Three recent Passport size colour Photographs of the candidate shall be affixed as under.
   i. One to be affixed on application form duly attested by Gazetted Officer.
   ii. One to be affixed on the Original Hall ticket.
   iii. One to be affixed on the duplicate Hall ticket.

h) After publication of the list of provisionally selected candidates, they will be called for original certificate verification on a date fixed for this purpose. They shall produce all the relevant original certificates on the prescribed date. If any candidate fails to produce any of the required certificates his/her candidature will be rejected, without any further correspondence.

14. GENERAL INSTRUCTIONS:

a) The particulars furnished by the applicant in the application form submitted to the DLSA will be taken as final. Candidates should, therefore, be very careful in filing the application.

b) No T.A. and D.A. will be paid to the candidates who appear for the Examination or for verification of original certificates or for the Viva-voice.

c) Mere applying and mere securing minimum qualifying marks in the Examination will not give any vested right to any candidate to be selected.

d) All rights are reserved with the appointing authority to reject the application at any stage, if the claim is found to be false and the appointment shall liable to be cancelled if any information there in is found to be false at any later stage and the applicants are liable for prosecution for furnishing such false information.

e) If the candidate furnishes wrong information with regard to category and caste, they shall not have any right subsequently for selection in that particular category, caste etc., and in that aspect the selection Authority is not responsible for the lapse on the part of the candidate.

f) Selection will be made as per the Service Rules of the Telangana State Legal Services Authority, Hyderabad, Telangana State & Subordinate Service Rules 1996 (as amended from time to time).

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

h) No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment.

i) No female candidate whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment.

j) No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment to the post.

k) This appointment shall be covered by the contributory pension scheme (CPS).

l) No information will be sent to the unsuccessful candidates after announcement of the list of provisionally selected candidates.

m) The Chairman, District Legal Services Authority, Rajanna Sircilla reserves the right either to increase, decrease the number of vacancies or cancel the notification, at any stage without assigning any reason thereof.

n) All rights are reserved with the appointing authority to cancel the provisional selection of the candidates if the certificate of the provisionally selected candidates such as eligibility, educational qualification, social status, and physical disability etc., are found to be incorrect at any stage of the recruitment.

IMPORTANT NOTE:

Date of Written Examination is on **26-07-2025** at 10:30 AM at District court Complex, Rajanna Sircilla in case of any postpornment the same will be intimated through the District Court's Website and no personal intimation will be given.

Date of Skill Test to the candidates who are qualified in Written Examination and Date of Oral Interview to the candidates who are qualified in written examination and Skill Test will be intimated through the District Court's website (https: //rajannasircilla.dcourts.gov.in/). No personal information will be given.

11/6/2025

PRL. DISTRICT & SESSIONS JUDGE
CUM – CHAIRMAN,
DISTRICT LEGAL SERVICES AUTHORITY,
RAJANNA SIRCILLA.

Place: Rajanna Sircilla.
Date: 11 .06.2025

To,

All the Judicial Officers in the Unit of Rajanna Sircilla.

1. Display the Notification in the Official website of District Court, Rajanna Sircilla.
2. The Collector & District Magistrate, Rajanna Sircilla.
3. The District Employment Officer, Rajanna Sircilla.
4. Notice Board, District Court & District Legal Services Authority, Rajanna Sircilla.
5. District Social Welfare Officer, Rajanna Sircilla.
6. The Officer In-charge of the Back Ward Class Welfare, Rajanna Sircilla
7. The Zilla Grandhalaya Samithi, Rajanna Sircilla.
8. The District Public Relations Officer, with a request to publish the notification on the notice board attached to his office as well as the Information Centers located at various places in the District. This apart, the District Public Relations Officer should also be requested to release the list of the notification as a `Press Release` to both print and electronic media.

Copy submitted to the Member Secretary, Telangana State Legal Services Authority, Hyderabad. (with covering letter).

DD.No.& Date:_____Drawee Bank A/c & Branch:_____

DISTRICT LEGAL SERVICES AUTHORITY, RAJANNA SIRCILLA.

Notification No. /2025 Date: .05.2025

APPLICATION FORM

APPLIED FOR THE POST OF _____
(DIRECT RECRUITMENT)

Photo duly attested by the gazetted officer.

1. NAME OF THE APPLICANT WITH SURNAME :
   (in full with capital letters)

2. FATHER'S NAME/HUSBAND'S NAME :
   (in capital letters)

3. A. DATE OF BIRTH (proof should be enclosed) :

   B. Age as on 01.05.2025 :

Y	M	D

4. POSTAL ADDRESS :

5. NATIVE PLACE WITH DISTRICT :
   (proof should be enclosed)

6. Community :

7. Whether Belongs to Ex.SM :

PH	VH	HH	

   (Copy of Certificate to be enclosed)

8. Educational Qualifications: :

Examination passed	Name of the Board/University/School	Month & year of passing	Marks obtained	Total marks	% of marks
SSC/Matric					
*Intermediate/ Puc/10+2/ Polytechnic					
Degree					
Post-Graduate					
Technical Qualifications					
Other qualifications if any.					

**** Qualifying Examination Marks and Percentage is Compulsory.**

9. Technical Qualifications, If any :

10. Computer qualifications, if any :

11. Other Special skills :

12. Local Employment Exchange Registration Number with date of last renewal. :

13. Previous experience, if any, :

14. Involved in any Criminal cases (if yes, Give details thereof) :

15. Local/Non-Local (Attested copies of relevant certificates Should be enclosed for proof) :

16. Working in State/Central Government (if so, the particulars) :

SIGNATURE OF THE CANDIDATE

DECLARATION

I hereby declare that all the entries/statements made in this application are true 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 the examination/ interview/ appointment, action can be taken against me by the authority. I have read the provisions in the notification carefully and I hereby undertake to abide by them.

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

Station: **SIGNATURE OF THE CANDIDATE**
Date:

APPENDIX – I

CERTIFICATE OF RESIDENCE

(Vide sub clause (ii) of clause (a) of Para 7 of the Presidential Order)

It is hereby certified

a) ThatSri/Smt./Kum/----------S/o., W/o., D/o.----------

appeared for the first time for the Intermediate Examination in ----------(Month) ---------- (Year);

b) That he/she has not studied in any educational institutions during the * Whole/ a part of the 4 consecutive academic years ending with the academic year in which he/she first appeared for the aforesaid examination;

c) That in the 4 years immediately preceding the commencement of the aforesaid examination he/she resided in the following place/ places namely/

VILLAGE	TALUK/MANDAL	DISTRICT	PERIOD
1.			
2.			
3.			
4.			

OFFICE SEAL
Officer of Revenue Department not below
The Rank of Tahsildar or Deputy Tahsildar
In independent charge of a Sub Taluk.

Station:
Date:

"Strike off "Whole", "a part", as the case may be.

APPENDIX – II

CERTIFICATE OF RESIDENCE

(Vide sub clause (b) of Para 7 of the Presidential Order)

It is hereby certified that Sri/Smt./Kum/ ----------S/o.,W/o.,D/o.---------- ---------- has resided for a period of not less than 4 years immediately preceding the date of issue of this Certificate, in the following place/places/namely.

VILLAGE	TALUK/MANDAL	DISTRICT	PERIOD
1.			
2.			
3.			
4.			

OFFICE SEAL
Officer of Revenue Department not below
the Rank of Tahsildar or Deputy Tahsildar
In independent charge of a Sub Taluk.

Station:
Date:

ORIGINAL | **REGD. No:** _____

DISTRICT LEGAL SERVICES AUTHORITY :RAJANNA SIRCILLA
WRITTEN TEST FOR THE POST OF _____
HALL TICKET-CUM-IDENTITY SHEET

DATE	**TIME**	**NAME OF THE EXAMINATION CENTER**	
NAME AND FULL POSTAL ADDRESS OF THE CANDIDATE			Affix latest passport size photo duly attested by a Gazetted Officer
(to be filled by the Candidate)			
Signature of the Candidate			

Secretary,
District Legal Services Authority,
Rajanna Sircilla.

DUPLICATE
DISTRICT LEGAL SERVICES AUTHORITY : RAJANNA SIRCILLA
WRITTEN TEST FOR THE POST OF _____
HALL TICKET-CUM-IDENTITY SHEET

DATE	**TIME**	**NAME OF THE EXAMINATION CENTER**	
		(to be filled by the Candidate)	
NAME AND FULL POSTAL ADDRESS OF THE CANDIDATE			Affix latest passport size photo duly attested by the Gazetted Officer
(to be filled by the Candidate)			
Signature of the Candidate			

Secretary,
District Legal Services Authority,
Rajanna Sircilla.

INSTRUCTIONS TO THE CANDIDATES ON WRITTEN EXAMINATION

1. The candidates must note that his/her admission to the examination is more provisional. The mere fact that an Admission has been issued to him/her does not imply that his/her candidature has been finally cleared by the Institution or that the entries made by the candidate in his/her application have been accepted by the Institution as true and correct.

2. The question paper containing 80 questions. Each question carries one mark. Duration of Exam 90 minutes. No minus marks. Paper is of objective type. Four options A, B, C and D will be given for each question. Correct answer shall be fill the bubbles completely in OMR Sheet.
3. Use black or blue ball point pen for marking the circle. Ink pen, pencil or pens with colours are strictly prohibited.
4. Write your enrollment No. in appropriate places on the OMR Sheet.
5. Candidates should write the OMR sheet No.(as provided in the top corner of right side) in the attendance sheet before putting his/her signature.

6. Don't put the tick mark or a cross mark where it is specified that you fill the bubbles completely. Half filled or over filled bubbles will not be read by the software. Never Use pencils to mark your answers unless specified, in which case just stick to HB or 2B pencils only.

7. The candidates should go through the instructions given carefully

8. Candidates shall write their answer to each question at the relevant place single time only. Corrections will not be accepted and no mark will be given to the correct answer, if it is corrected.

9. The candidates should satisfy the Invigilator of his identity with reference to the signature and photographs.

10. The candidates should occupy their respective seats 15 minutes before the commencement of the examination and will not to be allowed after 10 minutes of the scheduled time. They should not leave the examination hall till expiry of duration. Loaning and interchanging of articles among the candidates is not permitted in the examination hall. Cell phones, Pagers, Calculators or any type of electronic devices are strictly prohibited in the examination hall.

11. The candidates are expected to behave in orderly and disciplined manner while writing the examination. If any candidate takes away Answer Sheet, the candidature will be rejected and in case of impersonation/ disorder/ rowdy/ behavior during Written Examination, necessary action will be initiated, apart from disqualifying appointment in future. Merit is the only criteria that decides the selections. Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates. The candidature and conditions specified here are subject to latest rules/ orders come into force during the process of recruitment.

12. The Institution would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. If it is suspected that the responses have been shared and the scores obtained are not genuine/ valid, the Institution reserves the right to cancel his/ her candidature and to invalidate in Answer Sheet.

13. Wherever Written Examination is held only those candidates who are totally blind and candidate whose writing speed is affected by CEREBRAL PALSY, can use the scribe at the Written Examination. In all such cases where a scribe is used, the following rules will apply.

(a) The scribe should be from an academic discipline other than that of the candidate and the academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.

(b) The candidate as well as the scribe will have to give a suitable undertaking confirming the rules applicable.

14. Candidates shall bring EXAMINATION PADS for written test.