

**DISTRICT LEGAL SERVICES AUTHORITY
DISTRICT COURT COMPOUND
ANANTHAPURAMU
NOTIFICATION**

NOTIFICATION NO. 3 /DLSA/ATP/2026,

DATED:12.01.2026.

Ref: Roc.No.01-E1/APSLSA/Estt./2026, Dt.09.01.2026
of the Hon'ble A.P State Legal Services Authority, Amaravathi.

FOR DIRECT RECRUITMENT TO THE POST OF RECORD ASSISTANT

Applications are invited for **Direct Recruitment** to the post of Record Assistant in the District Legal Services Authority, Ananthapuramu Unit.

Sl. No	Name of the Cadre	No.of Vacancy	Roster Point	Scale of Pay	Educational Qualification
1	Record Assistant Division-III Category-5	1	OC- Open Competition	23120- 74770	Passed SSC or its equaling examination

Applications from the eligible candidates are invited upto 5.00 P.M. on 27.01.2026 in the format given hereunder for Direct Recruitment to the following category of post in the Unit of District Legal Services Authority, Ananthapuramu District as per A.P. State Legal Services Authority Service Rules, 1999. The applications should be addressed to the Chairman, District Legal Services Authority, Ananthapuramu District by mentioning on the top of the envelope as to the post for which the application is sent.

Educational Qualifications :

Applicants must have passed Board of Secondary School Education (SSC) or its equivalent Examination.

Age limit :

A candidate must have completed the age of 18 years and must not have completed 42 years of age on 31.12.2025 as per the 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

To be eligible, the applicant must have completed 18 years and must not have completed 42 years as on 01.01.2026 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 Scheduled Castes/ Scheduled 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 10 years as per Rule 12(1)(c) (i) of A.P. State and Subordinate Service Rules, 1996 for Ex-Servicemen.

METHOD OF RECRUITMENT

Mode of Selection: the selection shall be made through the following stages:

- I. Written examination
- II. 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

- Only those candidates who qualify in each stage shall be permitted to appear for the subsequent stage.
- The candidates passed through the written examination be called for certificate verification and oral interview.

EXAMINATION FEE:

- a) The applicants, who are under Open Competition/EWS/BC category have to pay examination fee of Rs.1000/- (Rupees One Thousand only) towards ~~online~~ application processing fee and examination fee, whereas the applicants who are SC/ST/Persons with Benchmark Disabilities category have to pay Rs.500/- (Rupees Five hundred only). Only the applicants belonging to a community recognized as SC/ST in the State of A.P. alone are entitled for the concessional payment of examination fee of Rs.500/-
- b) The candidates shall pay for Record Assistant post.
- c) The Application/Examination Fee is to be remitted/paid by DD (Demand Draft) in the name of the Secretary, District Legal Authority, Ananthapuramu.
- d) The application/Examination fee once paid will not be refunded even if the application rejected for any reason, or the recruitment Notification is cancelled for any reason.

Syllabus is as follows:

- I. General Knowledge**
- II. General English**
- III. General Attitude**

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:22-09-2004 issued by the Government.

- **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. SSC or equaling qualifications.
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.
5. Employment Registration Card.
6. DD (Demand Draft) in the name of the Secretary, District Legal Services Authority, Ananthapuramu.
7. A self addressed postal envelope with Speed post stamps and acknowledgment due.
8. Two Recent Pass-Part size photos (Stapled on the top of the Application Form).
9. In case of physically handicapped, a certificate should be enclosed to that effect.

General Instructions:-

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 notifies 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.

The candidates who secured meritorious marks in the ~~return~~^{written} examination will be called for to the interviews in 1:3 ratio for the above post.

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

The appointment for the post is subject to the final approval of the Hon'ble Executive Chairman A.P. State Legal Services Authority, Amaravathi.

The candidates who are willing for the above said post shall submit application along with bio-data and Required Certificates (Attested by Gazetted Officer) with regard to educational qualification along with self-address speed post with affixed postal stamps envelope cover through Speed Post with Acknowledgement Due Only (Applications submitted in person shall not be accepted). The applications should be addressed to the Chairman, District Legal

Services Authority, Ananthapuramu by mentioning on the top of the envelope as to the post for which the application is sent **up to 5.00 PM on 27.01.2026.**

Station : Ananthapuramu
Date : 12.01.2026.

Dis No: 58
12.01.2026

S. J. 12.01.26.
Spl. Judge for Trial of Offences
under POCSO Act, Ananthapuramu,
I/C Chairman-cum-Principal District Judge,
District Legal Services Authority,
Ananthapuramu.

Encls: Application Format and Hall Ticket in Duplicate.

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 Service Committees in the Ananthapuramu Unit.
3. All the Chairmen, District Legal Services Authorities in the State of Andhra Pradesh.
4. The District Collectors of Ananthapuramu and Sri Sathya Sai 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 Officers of Ananthapuramu and Sri Sathya Sai Districts with a request to cause display of the same in the Notice Board.
6. The Administrative Officer, District court Compound, Ananthapuramu to cause affix of the same on the Notice Board.
7. The District Public Relations Officer, Ananthapuramu and Sri Sathya Sai District for cause necessary publicity.
8. The System Officer (Website) of the Hon'ble District Sessions Judge's Court, Ananthapuramu.
9. The Notice Board of District Legal Services Authority, Ananthapuramu.

Copy Submitted to:

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

DISTRICT LEGAL SERVICES AUTHORITY : ANANTHAPURAMU

(Notification No.03/2026, Dt.12.01.2026)

APPLICATION FOR THE POST OF Record Assistant (On Regular Basis) TO WORK IN THE OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, ANANTAPURAMU LOCATED IN THE DISTRICT COURT BUILDINGS COMPLEX, ANANTHAPURAMU.

Application No.
(To be filled by Office)

State:

District:

Affix a latest
Passport size colour
photograph attested
by a Gazetted
Officer

1.	Name of the applicant, in full (in capital letters)	:			
2.	a. Father's Name	:			
	b. Husband's Name (In case of married women)	:			
3.	Sex (Male/Female/Transgender)	:			
4.	Date of Birth and Age as on 30.09.2025 (as per SSC certificate or other certificate, as the case may be)		Year	Month	Days
5.	Address for correspondence	:			
6.	Mobile Number	:			
7.	Permanent address	:			
8.	Whether belongs to OC, BC,SC or ST(Specify the sub-group/caste and enclose copy of Certificate)	:			

9.	Whether belongs to Persons with Benchmark Disabilities category (specify nature of disability and enclose copy of Certificate)	:	
10.	Whether Ex-serviceman, if so, furnish details and enclose copies of relevant certificates.	:	
11.	Employment Exchange Registration number with date and place	:	
12.	Educational Qualifications	:	
13.	Technical Qualifications	:	
14.	Other Qualifications, if any	:	
15.	Previous experience, if any	:	
16.	Any other relevant information	:	

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

**DISTRICT LEGAL SERVICES AUTHORITY,
DISTRICT COURT BUILDINGS, ANANTHAPURAMU.**

NOTIFICATION No.03 / 2026

Hall Ticket for Written Examination for the post of Record Assistant

	Hall Ticket Number			
Candidates Name				Affix recent passport size color photograph attested by a Gazetted Officer
Father/Mother/Husband's Name				
Gender	Female / Male	Date of Birth		
PwBD				
Name of the Examination Centre and Address				
Exam Date	Examination time	Reporting time	Gate Closure Time	
				Signature

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

Candidates are advised to follow carefully the instructions given below:-

1. All the candidates who have applied for the post are provisionally admitted for written examination. If found, at the time of certificate verification, that the candidate does not possess the required qualifications as per the notification, his/her candidature will be rejected.
2. Candidates shall produce their Hall Ticket at the Entrance of the Examination Centre and in the Examination Hall/Room, failing which the candidates will not be allowed to write the examination. The candidates shall sign the attendance sheet in the Examination Hall.
3. Candidates will be permitted to appear for the Test, after their credentials are verified by the centre officials and after frisking to ensure that no prohibited articles are carried. (Purses, writing pads and handbags are also not allowed). At the Examination centre, the Authority will not make any arrangements for safe custody of any articles/things carried by the candidates, and they shall make their own arrangements.

4. The Hall Ticket must be presented for verification along with at least one original valid identification card i.e. Passport, Pan Card, Voter ID, Aadhar Card, Govt. Employee ID or Driving License etc.,
5. The candidate have to bring your own black/blue ball point pen and H.B pencil, eraser and sharpener.
6. The candidates are not allowed to carry any food articles, electronic devices like Cell phone, smart watch, calculator, pager etc., into the examination hall.
7. No TA / DA will be paid for appearing the examination.
8. The examination will be held on OMR sheets.