



DISTRICT LEGAL SERVICES AUTHORITY
Nyaya Seva Sadan, District Court Compound
Kurnool ☎:08518 248821 (O)
✉ : knldlsa@yahoo.com



NOTIFICATION No. 02 / 2025

Sub: APSLSA – District Legal Services Authority, Kurnool District - Legal Aid Defense Counsel System, Kurnool – Notification – Applications called for the post of Office Subordinate, LADCS Office, Kurnool as per the NALSA LADCS Scheme & Guidelines – Called for – Reg.

Ref: 1. Lr.Roc.No.49-E1/APSLSA/LSW/2022, dated 18.03.2023 of the Hon'ble AP State Legal Services Authority, Amaravathi.
2. Letter Roc.No.49-E1/APSLSA/LSW/2022, dated 08.10.2025 of the Hon'ble AP State Legal Services Authority, Amaravathi.
3. Office Note dated 13.10.2025 and orders thereon of the Hon'ble Chairman-Cum-Principal District Judge, District Legal Services Authority, Kurnool.

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Pursuant to the orders of the Hon'ble A.P. State Legal Services Authority, Amaravathi in Roc.No.49-E1/APSLSA/LSW/2022, dated 02.05.2023, applications are invited from the eligible candidates for engaging in one post of Office Subordinate, LADCS Office, Kurnool as per NALSA LADCS Scheme & Guidelines, initially for a period of one year with a stipulation of extension of yearly basis on satisfactory performance of the individuals. The selection will be made as per directions of the Hon'ble A.P. State Legal Services Authority, Amaravathi in Roc.No.49-E1/APSLSA/LSW/2022, dated 18.03.2023 of the Hon'ble AP State Legal Services Authority, Amaravathi & Roc.No.49-E1/APSLSA/LSW/2022, dated 08.10.2025 of the Hon'ble AP State Legal Services Authority, Amaravathi.

VACANCY POSITION:-

S. No.	Name of the Post	Category	No. of Post
1.	Office Subordinate	Open competition	01

The filled applications along with required enclosures in the prescribed format shall submit in the office of the District Legal Services Authority, Court Complex, Kurnool during office hours in a **closed cover addressed to the Chairman-cum-Principal District Judge, District Legal Services Authority, Court Complex, Kurnool by Registered post or by hand under proper acknowledgment or by Courier, duly superscribing the name of the post applied for "OFFICE SUBORDINATE" so as to reach the addressed.**

Last date for receipt of applications on or before 1 - 11 - 2025 upto 05.00 P.M.

Education and other Qualifications:

Office Subordinate – 1 (Monthly salary : Rs.15000/-)

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|----|---|
| 1. | Must have passed VII Class or Intermediate fail |
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- 1) No person shall be eligible for appointment to the service unless he/she satisfies the following:
 - i) That he /she is of sound health, active habits and free from any bodily defect or infirmity rendering him/her unfit for the service.
 - ii) That his /her character and antecedents are such as would not disqualify for the service.

Age Limit:- Must have completed the age of 18 years and must not have completed the age of 42 as on **30-09-2025**, age relaxation of 5 years shall be given in respect of the candidates belonging SCs, STs and BCs. Provided that the upper age limit of 42 years is relaxable by 10 years in respect of physically disabled persons. Provided that the upper age limit of 42 years is relaxable for Ex-servicemen as per A.P. State and Subordinate Service Rules, 1996 r/w. A.P. Last Grade Service Rules, 1992.

Mode of Selection: Selection to the posts notified will be made by conducting interview.

Application Fee: -Nil-

Attested copies of the following should be enclosed to the application:-

1. Attested copies of certificates of Academic and Technical Qualifications.
2. Certificate evidencing date of Birth.
3. Attested copy of latest Community certificate issued by the Competent Revenue Authority in case of BC, SC & ST Candidates.
4. A self addressed cover (duly stamped worth of Rs.75/-) for registered post with acknowledgment due shall be enclosed to the application.
5. One recent passport size photograph of the applicant duly attested by any Gazetted Officer to be affixed at the top of application in the place specified.
6. Certificate of service as Office Subordinate if any.

Termination of Services:-

The services of Office Subordinate in the office of Legal Aid Defense Counsel System can be terminated at any time without any prior notice in the following cases by the Chairman, District Legal Services Authority, Kurnool or on the directions by the State Legal Services Authority, Amaravathi in writing.

1. He/she substantially breaches any duty or service required in the office, or
2. Seeks or accepts any pecuniary gains from the legal aid seekers or beneficiaries or his friend or relative.
3. Charged or convicted for any offence.
4. Indulges in any type of political activities.
5. Found incapable or rendering professional services of the required standards.
6. Indulges in activities prejudicial to the working of Legal Aid Defense Counsel System office.
7. Using his/her position in the Legal Aid defense Counsel office to secure unwarranted privileges or advantages for him/herself or others.
8. Acts in breach of code of ethics.
9. Remains absent without leave for more than two weeks.

GENERAL INSTRUCTIONS:

Applications have to be submitted in the proforma prescribed which is appended hereto and applications received in any other format will be summarily rejected.

- I) No T.A. or D.A. will be paid for the Journey performed in connection with recruitment.
- II) The applicants shall super scribe on the envelop cover for which post he/she applied.
- III) Applications with insufficient information will be summarily rejected.
- IV) Applications which do not contain necessary enclosures as mentioned above in detail will be rejected.
- V) Applications received prior to the notification and received after **5-00 p.m. of 1.11.2025** will not be entertained.
- VI) This office is not responsible for any postal delay and no correspondence will be entertained in this regard.
- VII) Selection will be made as per guidelines issued by the Hon'ble A.P.State Legal Services Authority, Amaravathi, NALSA LADCS Scheme & guidelines.
- VIII) The appointing authority reserves the right to cancel the notification without assigning any reasons thereof.
- IX) The appointed candidates shall be required to discharge their duties sincerely, courteously and honestly to the satisfaction of the competent authority.
- X) The services of the appointed candidates are liable to be terminated/cancelled at any time without assigning any reasons and without any notice as the appointment is purely temporary and on honorarium basis.


Chairman-cum-Principal District Judge
District Legal Services Authority,
Kurnool.

Kurnool,
Dt: 15-10-2025.

Encl : Application format and call letter.

To.

1. All the Judicial Officers in the District - with a request to cause display on notice board.
2. The Secretary, DLSA, Kurnool
3. The Collector & District Magistrates, Kurnool & Nandyal Districts.
4. The Joint Collectors, Kurnool & Nandyal Districts.
5. The District Employment Officer, Kurnool & Nandyal Districts.
6. The District Public Relations Officer, I & P.R. Department Kurnool - with a request to give gist of the notification in newspapers for wide publicity.
7. The System Officer, Principal District Court, Kurnool with a request to upload the same in the District Judicial Website.
8. The notice board of Nyaya Seva Sadan, Kurnool.

Copy to the Member Secretary, A.P. State Legal Services Authority, Nelapadu, Amaravati - For information.

Dis. No: 1544
15/10/2025

APPLICATION FOR THE POST OF OFFICE SUBORDINATE
REF: NOTIFICATION NO. 02 / 2025 OF THE OFFICE OF THE LEGAL AID
DEFENSE COUNSEL SYSTEM, KURNOOL, KURNOOL DISTRICT.

STATE :
DISTRICT :
Application No. :
(For Office use)

Affix recent
passport
Size colour
photograph duly
attested by
gazetted officer

1.	Name of the applicant: (in Block letters)			
2.	Father's/Husband's name			
3.	Permanent Address			
4.	Address for Communication (with Mobile number & e-mail ID)			
5.	Sex (Male/Female/Third Gender)			
6.	Date of Birth DD/MM/YYYY			
7.	Age (As on 30.09.2025) (As per SSC Certificate/Birth Certificate issued by the concerned Department Authorities)	Year	Month	Days
8.	Nationality			
9.	Religion			
10.	Caste/Category (OC, BC, SC, ST & PH with Sub-Groups)			
11.	Educational Qualifications 1. Academic 2. Technical 3. Other (if any)			
12.	Previous experience if any			

I solemnly declare that the above information submitted by me is true to the best of my knowledge. If any information submitted by me is found to be false, action may be taken against me.

PLACE:
DATE:

SIGNATURE OF THE APPLICANT

NB: Necessary attested copies of the Certificates with regard to age, caste, educational and technical qualifications and service certificates shall be enclosed to this application.

**CALL LETTER FOR THE POST OF OFFICE SUB ORDINATE, LADCS OFFICE,
KURNOOL AS PER NALSA LADCS SCHEME & GUIDELINES**

<u>ROLL NUMBER : FOR OFFICE USE ONLY</u>		Affix recent passport Size colour photograph
<u>(S.No's 1 to 4 to be filled by candidate)</u>		
1.	Name of the Candidate (in Block letters)	
2.	Father's / Husband's name	
3.	Date of Birth & Age as on 30-09-2025 in years (DD/MM/YYYY)	
4.	Aadhar Number	
5.	Category (OC,BC,SC, ST & PH with Sub Groups)	
6.	Date & Time of interview (to be filled by office)	
7.	Venue of interview (to be filled by office)	

SIGNATURE OF THE CANDIDATE

SIGNATURE OF THE OFFICER WITH SEAL

**CALL LETTER FOR THE POST OF OFFICE SUB ORDINATE, LADCS OFFICE,
KURNOOL AS PER NALSA LADCS SCHEME & GUIDELINES**

<u>ROLL NUMBER : FOR OFFICE USE ONLY</u>		Affix recent passport Size colour photograph
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6.	Date & Time of interview (to be filled by office)	
7.	Venue of interview (to be filled by office)	

SIGNATURE OF THE CANDIDATE

SIGNATURE OF THE OFFICER WITH SEAL