



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



NOTIFICATION No. 03 / 2025

Sub: APSLSA - District Legal Services Authority, Kurnool District - Mediation Centre, Kurnool - Notification for filling up of certain vacancies in various cadres - Inviting Applications for the posts of L.D.Steno, Typist cum Assistant and Record Assistant, Kurnool on Outsourcing basis at ADR/Mediation Centre, Kurnool - Issued - Reg.

- Ref: 1. Lr.Roc.No.21-E1/APSLSA/Estt./2025, dated 10.09.2025 of the Hon'ble AP State Legal Services Authority, Amaravathi.
2. Letter in Dis.no.1451/DLSA/2025, dated 24.09.2025 of District Legal Services Authority, Kurnool.
3. Lr.No.A2/Outsourcing/KNL, dated 22-10-2025 of District Employment Office Kurnool.
4.Lr.REV02-OPES00TH/181/2025-A2(EST)-COLLNDL, dated 31-10-2025 of District Collector, Nandyal.
5.Office note and Ordered thereon.

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Pursuant to the orders of the Hon'ble A.P. State Legal Services Authority, Amaravathi in Roc.No.21-E1/APSLSA/Estt./2025, dated 10.09.2025, applications are invited from the eligible candidates for engaging one post of L.D.Steno, one post of Typist cum Assistant, and one post of Record Assistant at ADR/Mediation Centre, Kurnool, through APCOS, as per Scheme & Guidelines of APCOS. The selection will be made as per directions of the Hon'ble A.P. State Legal Services Authority, Amaravathi as per reference 1st cited above.

VACANCY POSITION:-

S. No.	Name of the Post	No. of Post	Roster Point/SI.No as per A.P.State & Subordinate Rules, 1996	Description of the Vacancy
1.	L.D.Steno	01	SC (Woman)-SI.No.2	SC-Woman
2.	Typist cum Assistant	01	O.C- SI.No.3	Open Competition
2.	Record Assistant	01	OC-Woman-SI.No.1	OC-Woman

The filled applications along with required enclosures in the prescribed format shall submit in the office of the Mediation Centre, Nyaya Seva Sadan, District Legal Services Authority, Court Complex, Kurnool during office hours in a **closed cover**, addressed to the **Director-cum-Principal District Judge, Mediation Centre, Nyaya Seva Sadan, District Court Complex, Kurnool by Registered post or**

by hand, under proper acknowledgment or by Courier, duly super scribing the name of the post applied for " _____ " so as to reach the addressee.

Last date for receipt of applications on or before 15-11-2025 upto 05.00 P.M.

Education and Technical Qualifications for the post of

L.D.Steno:

The applicant must possess Graduation from a recognized University in India and has passed the Government Technical Examination in Shorthand (120 w.p.m) and Typewriting by Higher Grade in English (45 w.p.m) and if such persons are not available, passing Government Technical Examination in Shorthand (80 w.p.m) and Typewriting by Lower Grade in English (30 w.p.m) will be considered, as per Rule 6 (2) (f) of A.P. State Legal Services Authority Service Rules, 1999. The applicants, who possess technical qualifications like Computer Knowledge etc., will be given preference.

Typist-Cum-Assistant:

The applicant must possess Graduation from a recognized University in India and has passed the Government Technical Examination in Typewriting by Higher Grade in English (45 w.p.m) if such persons are not available, passing government technical examination in typewriting the lower grade in English (30 WPM) will be considered, as per Rule 6 (2) (f) of A.P. State Legal Services Authority Service Rules, 1999. The applicants, who possess technical qualifications like Computer Knowledge, Short-Hand etc., will be given preference.

Record Assistant:

The applicant must possess minimum SSC Pass/Intermediate or equivalent qualification from a recognized Board in India. Passing government technical examination in typewriting the lower grade in English (30 WPM) will be considered, as per Rule 6 (2) (f) of A.P. State Legal Services Authority Service Rules, 1999. The applicants, who possess technical qualifications like Computer Knowledge, Short-Hand etc., will be given preference.

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 **31-10-2025**, age relaxation of 5 (five) 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 (Ten) 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 for the posts of LD steno and Typist Cum Assistant:

Selection to the posts notified will be made by conducting skill test & interview.

Mode of Selection for the posts of Record Assistant:

Selection to the post notified will be made by conducting oral 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 speed 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.

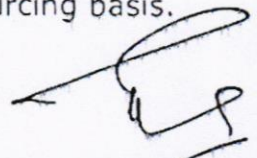
GENERAL INSTRUCTIONS:

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 15. 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, & APCOS 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 prior notice as the appointment is purely temporary on outsourcing basis.

File No: 1671
05/11/2025

Kurnool.
Dt: 05-11-2025.


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

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 Chairpersons-Cum-District Collectors & District Magistrates, APCOS, Kurnool & Nandyal Districts.
4. The Joint Collectors, Kurnool & Nandyal Districts.
5. The District Employment Officers, Kurnool & Nandyal Districts.
6. The District Public Relations Officer, I & P.R. Department Kurnool & Nandyal Districts - 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 favour of information.

**APPLICATION FOR THE POSTS OF LD STENO/TYPIST-CUM-
ASSISTANT/RECORD ASSISTANT**

**REF: NOTIFICATION NO. 03 / 2025 OF THE OFFICE OF THE MEDIATION
CENTRE, 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 31.10.2025) (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:

SIGNATURE OF THE APPLICANT

DATE:

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 POSTS OF LD STENO/TYPIST-CUM-ASSISTANT/RECORD ASSISTANT
REF: NOTIFICATION NO. 03 / 2025 OF THE OFFICE OF THE MEDIATION
CENTRE, KURNOOL, KURNOOL DISTRICT

Affix recent
passport
Size colour
photograph.

ROLL NUMBER : FOR OFFICE USE ONLY (S.No's 1 to 4 to be filled by candidate)		
1.	Name of the Candidate (in Block letters)	
2.	Father's / Husband's name	
3.	Date of Birth & Age as on 31-10-2025 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 POSTS OF LD STENO/TYPIST-CUM-ASSISTANT/RECORD ASSISTANT
REF: NOTIFICATION NO. 03 / 2025 OF THE OFFICE OF THE MEDIATION
CENTRE, KURNOOL, KURNOOL DISTRICT

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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