

**DISTRICT LEGAL SERVICES AUTHORITY, VIZIANAGARAM**

NOTIFICATION No.2/2026, DISTRICT LEGAL SERVICES AUTHORITY, VIZIANAGARAM, DATED 13.01.2026 FOR THE DIRECT RECRUITMENT OF THE FOLLOWING POST UNDER THE ANDHRA PRADESH STATE LEGAL SERVICES AUTHORITY SERVICE RULES 1999, vacancies are subject to the outcome of the Writ Petitions No. 38445 of 2022, W.P 36801/2022, W.P 37081/2022, W.P 10602/2023, W.P.No.31684/2023, W.P.No.9500/2023, W.P.No. 9572/2023, WP.No.9576/2023, W.P.No.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

S.No	Name of the Post	Number of Posts	Category for Reservation Roster Point
01.	Front Office Coordinator Division- III Category 4 (d) Pay Scale Rs.25,220/- - 80,910/-	01 (one)	Open Competition

Applications are invited for direct recruitment of the above post under the A.P. State Legal Services Authority Service Rules, 1999.

The application will be available on the District Court official website of **vizianagaram.dcourts.gov.in** from 13.01-2026 to 27-01-2026. **The last date for receipt of application through registered/Speed post by 5.00 p.m. on 27-01-2026. No other modes of submission of application will be entertained.**

The applications should be addressed to the Chairman, District Legal Services Authority, Vizianagaram (District Judge, Vizianagaram) by mentioning on the top of the envelope as to the post for which the application is sent.

The detailed examination schedule for the posts, will be posted on the District Court official website **vizianagaram.dcourts.gov.in** The applicants are required to visit the official website of **vizianagaram.dcourts.gov.in** to keep themselves updated on all the steps/results until the completion of the recruitment.

**Note:**

1. Separate application shall be submitted for each category of post.
2. The District Legal Services Authority, Vizianagaram reserves the right to increase or decrease the number of vacancies or cancel the Notification, at any stage, without assigning any reason whatsoever. No right will accrue to the candidate by virtue of the Notification.
3. If the provisionally selected candidate does not join the post, within the stipulated time, the next meritorious candidate may be considered for provisional selection.

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**I EDUCATIONAL QUALIFICATIONS:**

S.no	Name of the post	Qualifications prescribed
01	Front Office Coordinator Division- III Category 4 (d) Pay Scale Rs.25,220/- - 80,910/-	Must possess in Graduation from a Recognized University in India. Possess knowledge or qualification in MS Office/Libre Office and Web browsing and pass a proficiency test conducted by the Appointing Authority, in addition to the academic qualifications prescribed

**II. AGE LIMIT:**

To be eligible, the applicant must have completed 18 years and must not have completed 42 years as on 01.02.2026 as per G.O.Ms.No.109, General Administration (Service-A) Department, dated 08.10.2025.

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 physically disabled persons.

Provided that the upper age limit of 42 years is relaxable as per Rule12(1)(C) of A.P. State and Subordinate Service Rules, 1996 for Ex- Servicemen.

**III RESERVATION:**

1. The reservations in respect of Scheduled Castes, Scheduled Tribes. Backward Classes (A, B, C, D & E), Economically Weaker Sections (EWS), Women, Persons with Benchmark Disabilities( hereinafter referred as PBD), Meritorious Sports Persons and Ex-Service Men shall be as per amended Rule 22 and 22-A of the A.P. State and Subordinate Service Rules.

2. The applicants, belongs to the category of BC/SC/ST/EWS/PBD/Ex-Servicemen/Meritorious Sports Persons, intend to avail reservation or age relaxation ( as the case may be ) shall choose the relevant category and enclose the necessary certificate.

**IV DOCUMENTS TO BE ENCLOSED AT THE TIME OF SUBMISSION OF APPLICATION:**

1. The applicants shall enclose certificates (duly attested by Gazetted Officer) of academic and technical qualifications such as pass certificates, Original Degree, certificates evidencing date of birth and community certificate issued by the Competent Authority. In case they intend to avail reservation under SC.,ST., BC. (The certificate shall show specifically the classification of the group)., Persons with Benchmark Disabilities, EWS, Meritorious Sports Persons and Ex-Service Men.

Contd., 3

2. The applicant, who intend to claim age relaxation under Backward Classes (A,B,C,D or E), shall submit community certificate (duly attested by Gazetted Officer). In case of failure to submit certificate, his/her candidature will be considered the Competition against Open Competition.
3. The applicants who intend to claim age relaxation under Persons with Benchmark Disabilities category, shall submit the certificate (duly attested by Gazetted Officer) issued by the Medical Board specifying the nature of disability and the percentage of disability.
4. The applicants, who intend to claim Servicemen age relaxation under Ex-category, shall submit the Discharge Certificate (duly attested by Gazetted Officer).
5. No-objection Certificate from Employer (if employed anywhere).
6. The applicant has to produce original certificates on the day mentioned by the District Legal Services Authority, Vizianagaram for verification. The applicant fails to produce any of the required certificates; his/ her candidature will be rejected.
7. 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 preceeding the date of qualifying examination
8. Residential/ nativity certificate from M.R.O. for a period of not less than 4 years preceding the date of qualifying examination.
9. Self addressed envelope ( duly stamped worth Rs. 75/- ) for speed post with acknowledgement due shall be enclosed to the application

**V MODE OF RECRUITMENT:**

1. The examination will be of the standard, which will be consistent with the educational qualification prescribed for the post. The question paper of the examination shall be objective type with multiple choices.
2. The duration of examination will be 90 minutes and examination pattern will be as follows.

Name of the Post	Mode of the Exam	Marks for written test	Marks for Interview (VIVA VOCE)
Front Office Coordinator	Off line (OMR)	75	25

**MODE OF SELECTION:**

The selection shall be made through the following stages

1. Written Examination
2. Interview (VIVA VOCE)

**EXAMINATION PATTERN:**

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| <ol style="list-style-type: none"> <li>1. Mode : Off-Line (OMR)</li> <li>2. Duration: 90 minutes</li> <li>3. Maximum Marks for Written Examination:75</li> <li>4. Maximum Marks for Oral Interview (VIVA VOCE):25</li> </ol> |
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**Syllabus and Marks**

S.No	Mode of Test	Front Office Coordinator
i.	Written Examination and Marks	1. General English 2. General Aptitude 3. Basic knowledge in Computers
ii.	Oral Interview (VIVA VOCE)	25 Marks

3. The successful candidates will have to appear for interview (Date of Examination will be specified in the Hall ticket).
4. For the examination in respect of General Knowledge, the question paper will be in English and Telugu languages. In case of ambiguity, the English version shall be treated as final.
5. The minimum qualifying marks to be secured in the (written) examination shall be 40% for Open Competition 30% for SC posts and the minimum qualifying marks are as per their category. The Meritorious candidates in 1:3 ratio will be called for Interview.
6. Mere securing minimum qualifying marks will not vest any candidate with a right to be considered for the selection.
7. If applications are received in high number, the appointing authority reserves the right to hold a computer based preliminary examination for scrutiny/ short listing for main examination.
8. 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; and
  - iii. He/she is a citizen of India.

**I MERIT LIST :**

1. Merit list will be based on the marks obtained by the candidates in the examination and interview for the post.
2. Merit list will be based on the marks obtained by the candidates in the examination and Interview.
3. 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 highest marks in the prescribed educational qualification would be considered.
4. The District Legal Services Authority, Vizianagaram has decided to normalize the scores of the candidates for the examinations, which are to be conducted in multi-shifts and will take into account any variation in the difficulty levels of the question papers across different shifts. The normalization is done based on the fundamental assumption that "in all multi-shift examinations, the distribution of abilities of the candidates is the same across all the

shifts". This assumption is justified since the number of candidates appearing in multiple shifts is large in number for the examinations conducted by the District Legal Services Authority, Vizianagaram and the procedure for allocation of examination shift to the candidates is random. If necessary the District Legal Services Authority, Vizianagaram will conduct the examination in shift basis.

#### **VII 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 application processing fee and examination fee, whereas the applicants who are SC/ST/PBD category have to pay Rs.500/- (Rupees Five Hundred only).  
Only the applicants belonging to a community recognised 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 separate fee for each post applied.
- c) The Application/Examination fee shall be paid by way of Demand Draft obtained from any nationalized bank in favour of Secretary, District Legal Services Authority, Vizianagaram.
- d) 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.
- e) The District Legal Services Authority, Vizianagaram reserves the right to allot the applicant any centre depending on the availability of the resources. Request for change of the centre will not be entertained.

#### **VIII GENERAL INSTRUCTIONS:**

1. Selection will be made as per the A.P. State Legal Services Authority Service Rules, 1999.
2. Mere applying for a post will not give any right to any person to be considered for appointment.
3. A person in a bigamous marriage shall not be eligible for appointment
4. No person, who has been dismissed from a State or Central Government service or from the service of undertaking of Central or State service or from the service be eligible for Authorities, shall be eligible for appointment
5. No person, who has been convicted by a Court of Law for an offence involving moral turpitude, shall be eligible for appointment.
6. No T.A. and D.A. will be paid to the candidates who appear for the examination/skill test/interview.
7. Candidates resorting to or bringing any influence of any kind will be summarily disqualified and they are liable for prosecution as per Law.
8. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in filling the application.

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9. Correspondence will not be entertained by the District Legal Services Authority, Vizianagaram under any circumstances. Incomplete/incorrect application will be summarily rejected at any stage.
10. If suppression of information/furnishing of false information is noticed, either in the application or in the enclosures, at any stage before the final selection the application of the candidate will be summarily rejected. In addition the candidate will also be liable for appropriate action/prosecution as per law.
11. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates for final selection.
12. This appointment shall be covered by the Contributory Pension Scheme.



CHAIRPERSON  
DISTRICT LEGAL SERVICES AUTHORITY  
-CUM-PRINCIPAL DISTRICT JUDGE,  
VIZIANAGARAM

VIZIANAGARAM  
DATE: 13-01-2026  
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 Services Committees In the Vizianagaram District.
3. All the Chairmen, District Legal Services Authorities In the state of Andhra Pradesh
4. The District Collectors of Vizianagaram, and Parvathipuram Manyam 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 Vizianagaram, and Parvathipuram Manyam Districts with a request to cause display of the same In the Notice Board.
6. The Administrative Officer, District Court, Vizianagaram to cause affix of the same on the Notice Board.
7. The District Public Relations Officer, Vizianagaram for cause necessary publicity.
8. The Notice Board of District Legal Services Authority :Vizianagaram.
9. The E-courts for displaying in the same in website.

**Copy submitted to :**

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

**DISTRICT LEGAL SERVICES AUTHORITY, VIZIANAGARAM**

**APPLICATION FOR THE POST OF FRONT OFFICE COORDINATOR (Notification No.2/2026, dt.13.01.2026)**

Affix  
Passport Size  
Photograph  
Duly  
Attested By  
The Gazetted  
Officer

NAME OF THE POST APPLIED FOR : \_\_\_\_\_

1. Name of the applicant (In capital letters) :

2. Father's Name/Mother's Name/Husband's Name :

3. Gender :

4. Date of Birth :  
(Enclose relevant certificate)

5. Age as on 01-02-2026 :

6. Address for communication :

a) Present Address

b) Permanent Address :

7. Contact details : Mobile No. \_\_\_\_\_

Land Line No.  
(If any)

Alternate Contact No. \_\_\_\_\_

e-mail ID : \_\_\_\_\_

8. Whether belongs to O.C.,B.C.,S.C.,S.T.,  
(Specify sub group/caste)  
Copy of Certificate to be enclosed)

OC	SC	ST	BC			
			A	B	C	D

9. 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)	

10. Are you an Ex-Service man? :

11. Are you involved in any criminal case,. (Furnish details of the said case, including the conviction if any)

12. 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  
(With certificates) :

d) Others, if any

13. Previous work experience with  
Specialization/ Special skills, if any :

14. Particulars of D.D. enclosed

### DECLARATION

I solemnly declare that the above information furnished by me and all the statements made in this application are true and correct to the best of my knowledge and belief and if any information found to be false in future, I will be liable for any action to be taken against me as per rules.

I further declare that I fulfil all the conditions of eligibility regarding age limit, educational qualifications, etc., prescribed for appointment to the post to which I have applied.

SIGNATURE OF THE APPLICANT

Station:

Date:

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

1.	Certificates of academic and technical qualifications such as Marks lists, Pass Certificates, provisional certificates, Original Degree, Transfer Certificate and other testimonials	YES	NO
2.	Certificate of date of birth, residence and nativity issued by competent authority.	YES	NO
3.	Community Certificate in case of BCs, SCs and STS and the certificate shall show specifically the classification of the group.	YES	NO
4.	Discharge certificate for Ex-Servicemen.	YES	NO
5.	Latest attested copy of disability certificate "showing the percentage of disability" has to be submitted by PBD candidates, obtained from Medical Board.	YES	NO
6.	Any other relevant certificates.	YES	NO
7.	One recent passport size photograph duly attested by any Gazetted Officer to be affixed in the space provided in the application form.	YES	NO
8.	Two recent passport size photographs to be attached along with application.	YES	NO
9.	A duly stamped self addressed envelope cover should be enclosed.	YES	NO
10.	Demand Draft	YES	NO

NOTE: Separate application shall be submitted for each category of post and separate fee shall be paid for each post applied.

DISTRICT LEGAL SERVICES AUTHORITY, VIZIANAGARAM  
HALL TICKET (ORIGINAL) FOR WRITTEN EXAMINATION  
TO THE POST OF \_\_\_\_\_ (to be filled by the Candidate)

Hall Ticket No. \_\_\_\_\_

Affix photograph  
duly attested by  
the 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  
VIZIANAGARAM

DUPLICATE

DISTRICT LEGAL SERVICES AUTHORITY VIZIANAGARAM  
HALL TICKET (ORIGINAL) FOR WRITTEN EXAMINATION  
TO THE POST OF \_\_\_\_\_ (to be filled by the Candidate)

Hall Ticket No. \_\_\_\_\_

Affix photograph  
duly attested by the  
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  
VIZIANAGARAM