DUPLICATE

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

Hall Ticket No. 300039



1. Name of the Candidate : ROUTHU PRASANTHI
2. Father's/~~Mother's/Husband's~~ Name : ROUTHU Chandra Rao
3. Date & Time of Examination : TIME : 3-00 PM TO 4-30 PM DATE : 09-02-2026
4. Place of Examination : MOTI MAHAL M.R.COLLEGE (AUTONOMOUS) FORT, VIZIANAGARAM

K. CHANDRA RAO
ADMINISTRATIVE OFFICER
REGIONAL OFFICE
Dept. of Emp. & Training
TIRUPATI

Signature of the candidate
(Note :- Sl. Nos. 1,2 shall be filled and duly signed by the applicant)

Signature of the SECRETARY, DLSA VIZIANAGARAM

DIS NO. 302 Dt: 03.2.2026

GUIDELINES AND INSTRUCTIONS TO THE CANDIDATES

Front Office Co-ordinator	Exam Date	Examination time	Reporting time	Gate closure time
	09.02.2026	03:00 PM to 04:30 PM	02:30 PM	02:45 PM

EXAMINATION CENTRE :- MOTI MAHAL, M.R.COLLEGE (AUTONOMOUS), FORT, VIZIANAGARAM.

01	Hall Tickets will be sent to applicants who attached sufficient stamped postal covers along with applications through Speed/Registered Post, as well as copy of Hall tickets will be upholded in the District Court's official website i.e. **https://www.vizianagaram.dcourts.gov.in** and for the applicants who did not attach sufficient stamped postal covers along with application, their Hall tickets will be uploaded in the above mentioned website. Hence, the applicants who received physical Hall Tickets are instructed to bring the same and the applicants who did not receive physical Hall Tickets are instructed to download their Hall tickets from the above mentioned website. The applicants who did not get attested their photos on Hall Tickets are further instructed to get it done and to appear along with attested copy of photograph on the Hall Ticket by the time of examination.
02.	Candidates shall produce their Hall Ticket at the Entrance of the Examination centre and also in the Examination Hall/Room, failing which the candidates will not be allowed to write the examination. The candidates shall sign in the Attendance Sheet in the Examination Hall.
03.	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.
04.	The Hall Ticket must be presented for verification along with atleast one original valid Identification Card i.e. Passport/Pancard/Voter ID/Aadhar Card/Govt. Employee ID or Driving License, etc.,
05.	If any candidate received the Hall ticket without photo/too small photo/photo without signature, the candidate should bring 3 pass port photos duly attested by the Gazetted Officer and hand-over the same to the Invigilator in the Examination Hall, failing which, the candidate will not be admitted to the Examination.
06.	Candidate will be permitted to occupy their allotted seats as and when they completed their Identity Check before the scheduled time of the examination. After completion of the Identity Check, no candidate is allowed to leave the allotted Room/Hall.
07.	The candidates must bring Blue/Black ball point pen only.
08.	Candidates are not allowed to bring any Electronic Devices such as Mobile/Cell Phones, Programmable Calculator, Tablets. I-Pod, Bluetooth, Pagers or any other devices capable of interacting/programming to the examination centre. Any violation of the above leads to disqualification of the candidature.
09.	Candidates are expected to behave inorderly and disciplined manner while taking the examination. The candidature will be rejected in case of impersonation/disorder/Rowdy behaviour during examination. Necessary FIR for the incident will be lodged with concerned Police Station apart from disqualifying the candidature. The Centre Chief Invigilator is duly authorized to take spot action in such cases.
10.	Candidates are prohibited from communicating, consulting or conversing with other candidates in the Examination Hall or causing disturbance in any manner whatsoever. Candiates are prohibited to borrow any item from other candidates in the examination hall. In case of any disturbance, such candidates would be dis-qualified.
11.	Frequent visits to toilet are not permitted. Candidates advised to use the toilet facility only in case of extreme necessity. If any candidate is found to be indulged in discussions or malpractice, near the toilets or corridors of any other places, they would be dis-qualified.
12.	Candidates will not be permitted to leave the examination hall till completion of the schedule time. If any candidate leaves the examination hall in the middle, he would be disqualified.
13.	The total duration of examination is **90 minutes**, the question paper will be in English and Telugu languages. In case of ambiguity, the English version shall be treated as final.
14.	The candidates who opted for scribe are requested to approach the centre incharge after reporting at the examination hall. However, the provision of scribe will be descretin of the centre incharge.
15.	Violation of any of the instructions may lead to invalidation of Answer Sheet / candidature besides penal action. Rules of punishment are governed by Regulation PME notified vide GO Ms No. 385, G & A (Ser-A) Dept., dt.18.10.2016 with regard to malpractice/mis-bahaviour in the examination.

True Copy / By Order

P. Jayasri

Superintendent,
DLSA, Vizianagaram.

Sd/- *A. Krishna Prasad*

Secretary, DLSA,
Vizianagaram.