

DISTRICT LEGAL SERVICES AUTHORITY,
DISTRICT COURT BUILDINGS, KADAPA.

NOTIFICATION

NOTIFICATION NO.1/LADCS/DLSA/2025

DATED:11.12.2025.

- Ref: 1. Letter in Roc.No.49-E1/APSLSA/LSW/2022, dt.19.11.2025 of the Hon'ble A.P. State Legal Services Authority, Amaravathi.
2. Letter in Roc.No.49-E1/APSLSA/LSW/2022, dt.27.11.2025 of the Hon'ble A.P. State Legal Services Authority, Amaravathi.

Applications are invited for appointment to the following posts on **out sourcing basis** to work in the office of Legal Aid Defence Counsel System attached to the District Legal Services Authority, District Court Buildings, Kadapa.

Sl. No.	Designation of the vacant post	No. of posts	Qualification required	Remuneration P.M. Rs.
1.	2.	3.	4.	5.
01.	Office Assistant/ Junior Assistant	01	a) Graduation; b) Basic Word Processing skills and ability to operate computer; c) Typing speed of 40 W.P.M.; d) Ability to take dictation and entering data; e) File maintenance and processing knowledge.	18,500/-
02.	Data Entry Operator/ Receptionist	01	a) Graduation; b) Excellent verbal and written communication skills; c) Word processing abilities; d) Ability to work telecommunication systems (telephones, FAX machines, switch boards etc).	18,500/-
03.	Office Subordinate	01	7 th Class Pass and should not have passed Intermediate and able to read and write Telugu or Urdu or Hindi applications having qualifications over and above will be preferred.	15,000/-

Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances with the approval of Hon'ble Executive Chairman, A.P. State Legal Services Authority, Amaravathi.

The candidates must have completed 18 years of age and must have not covered 42 years as on 30.09.2025 as per Rule 6 qualifications sub clause (c) of A.P. State Legal Services Authority Rules 1999 and G.O.Ms.No.101, General Administration (SER.A) Department, Dt.30.09.2022 of Govt. A.P, that the age relaxation of 5 years in respect of candidates belonging to SC/STs and BCs., Candidates with Disability and Ex. Serviceman shall be given the age relaxation of 10 years as per the Rules in force.

Selection Procedure:

The selection shall be carried out by Selection committee under the Chairmanship of the Principal District & Sessions Judge (Chairman, DLSA) as envisaged in NALSA (Free and Competent Legal Services) Regulations 2010, subject to final approval by the Executive Chairman, SLSA. The suggestive eligibility criteria are as follows:-

Work Profiles:

Office Assistant

- Keeping updated record of legal aided cases.
- Uploading the updated record/progress of the legal aided cases on NALSA portal.
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
- Typing bail applications, petitions etc.
- Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.
- Any other task assigned by the Chief Legal Aid Defense Counsel.
- Any work/duty assigned by Legal Services Authority.

Data Entry Operator-cum-Receptionist

- Greeting clients and visitors and answering visitor inquiries.
- Answering and routing incoming calls on a multi-line telephone system.
- Scheduling and routing legal aid seekers.
- Maintaining the waiting area, lobby or other office areas.
- Scanning, photocopying, faxing.
- Collecting and routing mail and hand-delivered packages.
- Answering face-to face enquiries and providing information when required.
- Uploading, at the initial point, legal aided cases on NALSA portal and updating the information from time to time.
- Any work/duty assigned by Legal Services Authority.

Office Subordinate/peon

- Cleaning the office before the commencement of office hours.
- Ensuring that all places in the office are kept clean.
- Bringing and serving water, beverages to the visitors in the office.
- Carrying dak etc.
- Any other work assigned by Legal Services Authority.

The candidates who are willing to apply for the above said posts, shall submit their applications in the PROFORMA attached to this Notification along with attested copies of relevant Certificates with regard to their educational qualification noted under column No.4 of the above table, **by 22.12.2025 at 5.00 P.M.**, to the Chairperson-cum-Principal District Judge, District Legal Services Authority, Kadapa.


Chairperson -cum- Prl. District Judge,
District Legal Services Authority,
Kadapa.

To

1. All the Chairpersons, Mandal Legal Services Committees in the entire YSR Kadapa Unit for information and necessary action.

2. Notice Board of District Legal Services Authority, Kadapa.
3. Notice Board of District Court, Kadapa.
4. Copy to the District Court website, Kadapa.
5. Copy to the Public Relation Officer, Kadapa to publish notification as a news item in the daily news papers and also to cause it an audio publication in print and electronic media, All India Radio.

Copy to all the Judicial Officers in the entire YSR Kadapa District and Annamaiah District for information.

Copy submitted to the Member Secretary, A.P. State Legal Services Authority, Amaravathi for favour of information.

DisNo: 4927

11/12/2025

DISTRICT LEGAL SERVICES AUTHORITY : KADAPA

(Notification No.1 /2025, Dt.11.12.2025)

APPLICATION FOR THE POST OF **OFFICE ASSISTANT/JUNIOR ASSISTANT, DATA ENTRY OPERATOR-CUM-RECEPTIONIST AND OFFICE SUBORDINATE/PEON** ON OUTSOURCING BASIS TO WORK IN THE OFFICE OF LEGAL AID DEFENSE COUNSEL SYSTEM ATTACHED TO THE DISTRICT LEGAL SERVICES AUTHORITY, KADAPA LOCATED IN THE DISTRICT COURT BUILDINGS, KADAPA.

Affix a latest
Passport size photo
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 woman)
3. Sex (Male / Female) :
4. Date of Birth and Age as on **30.09.2025** :
(as per SSC certificate or other certificate, as the case may be)
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 physically :
handicapped category (specify nature of
handicap 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 entries/statements made 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