

**DISTRICT LEGAL SERVICES AUTHORITY,  
DISTRICT COURT BUILDINGS COMPLEX, KADAPA.**

**NOTIFICATION FOR THE POST OF DATA ENTRY OPERATOR  
(On Regular basis)**

**Category-3 of Division-III of Hon'ble A.P. State Legal Services Authority,  
Service Rules, 1999 (as amended)**

**NOTIFICATION NO.01/REGULAR/DLSA/2026**

**DATED: 12.01.2026.**

Sub:- District Legal Services Authority, Kadapa – Notification inviting applications from the eligible candidates for selection of the one post of **Data Entry Operator on regular basis** – Issued.

- Ref:-
1. A.P. State Legal Services Authority Service Rules, 1999 with subsequent Amendments.
  2. G.O.Ms.No.47, Law (L-LA & J-Home-Courts-B) Dept., dated 24.02.2023.
  3. Lr.ROC.No.02-E1/APSLSA/Estt./2026, dated 09.01.2026 of the Hon'ble A.P. State Legal Services Authority, Amaravathi to initiate recruitment to the one post of Data Entry Operator and one post of Front Office Coordinator on regular basis.
  4. Lr.ROC.No.02-E1/APSLSA/Estt./2026, dated 09.01.2026 of the Hon'ble A.P. State Legal Services Authority, Amaravathi regarding approval of Modalities.
  5. Office Note Orders dated 12.01.2026.

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Applications are invited for appointment to the post of **DATA ENTRY OPERATOR** on **Regular basis** to work in the office of the District Legal Services Authority, Kadapa, District Court Buildings Complex, Kadapa.

**Vacancy Position, Qualification and Roster point:**

Sl. No.	Designation of the vacant post	No. of posts	Roster Point	Qualification required	Scale of Pay
(1)	(2)	(3)	(4)	(5)	(6)
01.	Data Entry Operator	01	Open Competition	Graduation with Computer knowledge and typing knowledge with minimum 03 years experience in MS Office/ Libreoffice, Web Browsing.	Rs.28280-89720 (R.P.S. 2022)

The application shall be submitted in the format prescribed enclosed herewith.

**NOTE:**

1. The District Legal Services Authority, Kadapa reserves the right to postpone or cancel notification as per the directions of Hon'ble A.P. State Legal Services Authority, Amaravathi at any stage, without assigning any reason whatsoever. No right will accrue to the candidate by the virtue of the Notification.
2. This Notification issued for the post of Data Entry Operator is subject to the outcome of the Writ Petitions No.38445/2022, W.P.No.36801/2022, W.P.No.37081/2022, W.P.No.10602/2023, W.P.No.31684/2023, W.P.No.9500/2023, W.P.No.9572/2023, W.P.No.9576/2023, W.P.No.6248/2023, W.P.No.5777/2023, W.P.No.8931/2023, W.P.No.11177/2023, W.P.No.14454/2024, W.P.No.36153/2022, W.P.No.33739/2022, W.P.No.36959/2022, W.P.No.21100/2023, W.P.No.27647/2022, W.P.No.18167/2023 and W.P.No.38169/2022.

**Last Date for Receipt of applications:**

**The Last Date for receipt of applications is 27.01.2026 by 5.00 P.M.**

The applications shall be sent to the Chairperson -cum- Principal District Judge, District Legal Services Authority, District Court Buildings Complex, Kadapa-516001, by Registered Post / Speed Post only. The Applications submitted in person/in any other mode other than the specified above shall not be accepted.

**Age Limit:**

The applicant must have completed the age of 18 years and must not have completed the age of 42 years as on **30.09.2025 as per amended G.O.Ms.No.36, General Administration (Service-A) Department, dated 04.03.2025.**

Provided that the upper age limit of 42 years is relaxable by 5 years in respect of the persons under Schedule Casts/Schedule Tribes/Backward Classes and EWS.

Provided that the upper age limit of 42 years is relaxable by 10 years for persons with Benchmark disabilities.

Provided that the upper age limit of 42 years is relaxable by 10 years as per Rule 12 (1) (c) (i) of A.P. State and Subordinate Services Rules, 1996 for Ex-Servicemen.

**Special Representation (Reservation):**

As per Rule 22 E. (e) & (j) of A.P. State and Subordinate Service Rules, 1996 Where there is only a single solitary post borne on the class or category of a service, the rule of special representation shall not apply for appointment to such post, notwithstanding anything contained in the foregoing sub-rules:



Provided that the rule of special representation shall be applicable for appointment if the number of posts borne on the cadre, category or grade is more than one, even though selection is to be made against only one vacancy at any recruitment other than limited recruitment.

The posts in the "Judicial District" (The erstwhile Districts prior to 01.04.2022 since the bifurcation of the Judiciary in the Districts has not taken place) are organized as District Cadre posts. 80% of the posts are reserved for local candidates of the concerned Judicial District and 20% is open to all. The posts in the above cadre is only one and do not come under 20% open to all. Hence Non local candidates are not eligible to the above post in view of only one post of the Data Entry Operator on regular basis in the District Legal Services Authority, Kadapa.

The applicants shall prefer their local status in respect of the Judicial District of which they belongs since the Judicial Districts are not bifurcated for Judiciary in the State of A.P. as done for others as per G.Os dated 02.04.2022.

#### **Mode of Selection:**

- i) Written Examination;
  - ii) Skill Test (Computer, typing and data entry);
  - iii) Interview (VIVA VOCE).
- All are in off-line mode (physical mode).

#### **Examination Pattern:**

1. Mode: Off-line (OMR)
2. Duration: 60 Minutes
3. Maximum marks for written examination: 50
4. Maximum marks for Skill test: 30
5. Maximum marks for Oral interview (VIVA VOCE): 20

#### **Syllabus & Marks:**

- i. Written examination and marks: 1. General English; 2. General Aptitude; 3. Computer knowledge.
  - ii. Skill Test: 1. Computer operation; 2. Typing English/Telugu; 3. Data Entry.
  - iii. Oral Interview (VIVA VOCE): 20 Marks.
- Only those candidates who qualify in each stage shall be permitted to appear for the subsequent stage.
  - The candidates who fared well in written examination shall be called for skill test for the post of Data Entry Operator.
  - The candidates passed through the tests be called for certificate verification and oral interview.
  - The minimum qualifying marks to be secured in the written examination shall be 40% for Open Competition and Economically Weaker Section (EWS) category, 35% for BC category, 30% for SC, ST & Persons with Benchmark Disabilities. The minimum qualifying marks for Ex-Servicemen (**Marks:** May have lower *minimum qualifying marks* in written tests compared to general

candidates or benefit from marks adjusted for their service) and Meritorious Sports persons (**Selection Method:** Often selected directly based on *achievements/merit* (e.g., national/international medals) without a written exam, or get significant weightage/relaxation) are as per their category.

- Merely securing minimum qualifying marks will not vest any candidate with a right to be considered for the selection.
- No person shall be eligible for appointment to the service by direct recruitment unless he/she satisfies the following conditions:
  - (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.
  - (iii) That he / she is a citizen of India and belongs to the local of YSR Kadapa Judicial District.

### **Examination Fees:**

The applicants, who are under Open Competition/EWS/BC category have to pay examination fees of Rs.1000/- (Rupees One Thousand only) towards examination fees, whereas the applicants who are SC/ST/Persons with Benchmark Disabilities category have to pay Rs.500/- (Rupees Five hundred only). Only the applicants belonging to a community recognized as SC/ST in the State of A.P., alone are entitled for the concessional payment of examination fees of Rs.500/-.

The Fees shall be paid by way of Demand Draft drawn in favour of the **"Secretary, District Legal Services Authority, Kadapa", payable at Kadapa** and the same shall be enclosed to the application.

### **Documents to be enclosed:**

1. The applicant shall enclose Photostat copies of academic and technical qualifications, such as Pass Certificates, certificate evidencing date of birth and community certificate issued by the Competent Authority and experience certificate if any, duly attested by a Gazetted Officer of State/Central Govt., as per the qualifications required as stated above for the post.
2. Certificate in respect of local candidates in terms of the Presidential order, 1975 i.e., Study Certificate's for four (4) academic years from 7<sup>th</sup> to 10<sup>th</sup> classes (or) in case they have not studied in any educational institutions during the whole/a part of the 4 consecutive academic years ending with the academic year or appeared privately for SSC examination/Open School, have to submit Residence Certificate from the concerned Tahsildar for four (04) years preceding the year of passing S.S.C. examination in Annexure-I in terms of G.O.Ms.No.729, GAD (SPF-A) Department, dated 01.11.1975. However, if the candidate has studied in two or more districts, where the candidate has studied for maximum period will be considered for treating him/her as local candidate of that Judicial District. If certificates in proof of local candidature are not in accordance with these instructions, the candidate will be treated as Non-local.



3. Candidates, who migrated from Telangana to Andhra Pradesh between 2nd June, 2014 and 1st June, 2021 as per G.O.Ms.No.130, General Administration (SPF&MC) Department, dated 29.10.2019 and as per terms in Circular memo No.4136/SPF & MC/2015-5, dated 20.11.2017 of Government of A.P., shall obtain the Local Status Certificate from the Competent Authority and produce it at the time of verification.
4. No-Objection Certificate from Employer (if employed anywhere).
5. The applicant has to produce original certificates on the day informed by the District Legal Services Authority, Kadapa for verification. If the applicant fails to produce any of the required Certificates, his/her candidature will be summarily rejected.
6. A self-addressed envelope (duly stamped worth of Rs.75/-) for speed post with acknowledgment due shall be enclosed to the application.

**General Instructions:**

1. Appointment will be made only on the basis of the Presidential Order issued under Article 371-D of the Constitution of India and subject to Rule of Reservation.
2. The application received without proper attestation and sufficient information will be rejected.
3. The Chairperson-cum-Principal District Judge, District Legal Services Authority, Kadapa reserves right to short list number of applications as per Rules and instructions issued by the Hon'ble A.P. State Legal Services Authority, Amaravathi.
4. Selection will be made as per the Hon'ble A.P. State Legal Services Authority Rules, 1999 and as amended.
5. A person in a bigamous marriage shall not eligible for appointment.
6. No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment by direct recruitment.
7. Merely applying for a post will not give any right to any person to be considered for appointment.
8. This Office is not responsible for any postal delay, delay caused by any other service like Courier, or delay in delivery, etc., and no correspondence will be entertained in any respect.
9. The Chairperson-cum-Principal District Judge, District Legal Services Authority, Kadapa reserves right to cancel the notification without assigning any reason thereof.
10. No person who has been dismissed from a State or Central Government Services or from the Service of under taking Central or State Government shall be eligible for appointment.
11. No person who has been convicted by Court of Law for an offence involving moral turpitude shall be for appointment.
12. No T.A/D.A. will be paid to the candidates.

13. Candidates resorting to or bring any influence of any kind will be summarily disqualified and there are liable for prosecution as per Law.
14. No information will be sent to unsuccessful candidates.
15. Applications shall be submitted only in the prescribed format.
16. The application fees is **mandatory and non-refundable**.
17. Applications without Demand Draft or with insufficient details shall be rejected.
18. The appointment shall be covered by the Contributory Pension Scheme.

**The candidate who secured meritorious marks in the written examination will be called for to the interviews in 1 : 3 ratio for the above post.**

**The applications received after due date and not in the prescribed format without requisite documents and fee will not be accepted.**

**The appointment for the post subject to the final approval of the Hon'ble Executive Chairman, A.P. State Legal Services Authority, Amaravathi.**

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

**Encls:** Application Format and Hall ticket in duplicate.

**To**

1. All the Judicial Officers in the District - with a request to cause display on notice board.
2. The Secretary, District Legal Services Authority, Kadapa.
3. All the Chairmen/Chairpersons, Mandal Legal Services Committees in Kadapa unit with a request to display the notification in their respective Notice Boards.
4. The District Collectors, Kadapa, YSR Kadapa District and Annamaiah Districts.
5. The District Employment Officers, Kadapa, YSR Kadapa District and Annamaiah Districts for information.
6. The Station Director, All India Radio Station, Kadapa with a request to broadcast of the notification for wide publicity.
7. The District Public Relations Officer, I & P.R. Department, Kadapa, YSR Kadapa District and Annamaiah Districts - with a request to give gist of the notification in newspapers for wide publicity.
8. The System Officer, Principal District Court, Kadapa with a request to upload the same in the District Judicial Website.
9. The Notice Board of Nyaya Seva Sadan, Kadapa.
10. The Notice Board of District Court, Kadapa.

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

**Note:**

1. The application is available in the official website of the District Legal Services Authority, Kadapa <https://kadapa.dcourts.gov.in/category/dlsakadapa/>
2. The examination Date, Centre, the Date of Interview and list of candidates who selected for the interview will be updated subsequently in the above official website of the District Legal Services Authority, Kadapa.

DISNO. 139

12/1/2026



**DISTRICT LEGAL SERVICES AUTHORITY : KADAPA**

**(Notification No.01 /2026, Dt.12.01.2026)**

APPLICATION FOR THE POST OF **DATA ENTRY OPERATOR (On Regular basis)** TO WORK IN THE OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, KADAPA (YSR KADAPA JUDICIAL DISTRICT), LOCATED IN THE DISTRICT COURT BUILDINGS COMPLEX, KADAPA.

**Application No.**  
**(To be filled by Office)**

**State:**

**District:**

Affix a latest  
Passport size colour  
photograph 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 women)	:			
3.		Sex (Male/Female/Transgender)	:			
4.		Date of Birth and Age as on <b>30.09.2025 (as per SSC certificate or other certificate, as the case may be)</b>	:	Year	Month	Days
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 Persons with Benchmark Disabilities category (specify nature of disability 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.	Demand Draft number, amount, date and bank name	:	
17.	Any other relevant information	:	

#### **DECLARATION**

I hereby declare that all the particulars mentioned 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**



**DISTRICT LEGAL SERVICES AUTHORITY,**  
**DISTRICT COURT BUILDINGS, KADAPA**

**NOTIFICATION No.01 / 2026**

**Hall Ticket for Written Examination for the post of Data Entry Operator**

	Hall Ticket Number (to be filled by office)			
Candidates Name				Affix recent passport size color photograph attested by a Gazetted Officer
Father/Mother/Husband's Name				
Gender	Female	Date of Birth		
PwBD				
Name of the Examination Centre and Address (to be filled by office)				Signature
Exam Date (to be filled by office)	Examination time (to be filled by office)	Reporting time (to be filled by office)	Gate Closure Time (to be filled by office)	

**IMPORTANT INSTRUCTIONS TO THE CANDIDATES**

Candidates are advised to follow carefully the instructions given below:-

1. All the candidates who have applied for the post are provisionally admitted for written examination. If found, at the time of certificate verification, that the candidate does not possess the required qualifications as per the notification, his/her candidature will be rejected.
2. Candidates shall produce their Hall Ticket at the Entrance of the Examination Centre and in the Examination Hall/Room, failing which the candidates will not be allowed to write the examination. The candidates shall sign the attendance sheet in the Examination Hall.
3. 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.
4. The Hall Ticket must be presented for verification along with at least one original valid identification card i.e. Passport, Pan Card, Voter ID, Aadhar Card, Govt. Employee ID or Driving License etc.,
5. The candidate have to bring your own black/blue ball point pen and H.B pencil, eraser and sharpener.
6. The candidates are not allowed to carry any food articles, electronic devices like Cell phone, smart watch, calculator, phaser etc., into the examination hall.
7. No TA / DA will be paid for appearing the examination.
8. The examination will be held on OMR sheets.