

**O/o District Legal Services Authority,
Kadapa, Dt. /9 .09.2026.**

NOTIFICATION

- Sub:** District Legal Services Authority, Kadapa – Notification inviting applications from the Retired Judicial Employees not below the rank of Junior Assistant/Typist for filling up the one post of Typist-cum-Assistant in Permanent Lok-Adalat for Public Utility Services, Kadapa – Issued.
- Ref:**
1. G.O.Ms.No.96, Law (LA & J Courts.A.1) Dept., dt. 24.06.2006.
 2. G.O.Ms.No.161, Fin. (SMPL) Dept., dated 21.06.2006.
 3. G.O.Ms.No.151, Fin. (HR-1-Plg & Policy) Dept., dt.08.08.2016.
 4. G.O.Ms.No.12, Fin. (HR-1-Plg & Policy) Dept., dt.28.01.2019.
 5. Lr.ROC.No.44-E1/APSLSA/Estt./2026, dated 13.08.2026 of the Hon'ble A.P. State Legal Services Authority, Amaravathi.
 6. This Authority Lr.Dis.No.2261, Dt.21.07.2026 addressed to the Hon'ble A.P. State Legal Services Authority, Amaravathi.
 7. Proceedings of the Hon'ble Chairperson, District Legal Services Authority, Kadapa in Dis.No.1241, Dt.22.04.2026.
 8. Letter of the Hon'ble A.P. State Legal Services Authority, Amaravathi in ROC.No.APSLSA/LSW-292/2006, Dt.01.11.2006.
 9. Letter of the Hon'ble A.P. State Legal Services Authority, Amaravathi in ROC.No.5240/APSLSA-AW/2006, Dt.21.09.2006.
 10. Order Dated 13.04.2022 in W.P.No.9814/2022 of the Hon'ble High Court of A.P., Amaravathi.
 11. Order Dated 27.08.2021 in W.P.No.8959/2021 of the Hon'ble High Court of A.P., Amaravathi.
 12. Order Dated 01.07.2016 in W.P.No.16605/2016 of the Hon'ble High Court of A.P., Hyderabad.
 13. Order Dated 20.02.2018 in W.P.No.5458/2018 of the Hon'ble High Court of A.P., Hyderabad.
 14. Order Dated 13.04.2022 in W.P.No.9814/2022 of the Hon'ble High Court of A.P., Amaravathi.
 15. Letter of the Hon'ble A.P. State Legal Services Authority in ROC.No.1506-E1/APSLSA/Estt./2022, Dt.29.04.2022.
 16. Letter of the Hon'ble A.P. State Legal Services Authority in ROC.No.30-E1/APSLSA/Estt./2024, Dt.13.09.2024.
 17. Office note file and orders thereon .09.2026.

Applications are invited from the Retired Judicial Employees, who worked as Junior Assistant -cum- Typist and above, for filling up the post of Typist-cum-Assistant in Permanent Lok-Adalat for Public Utility Services, Kadapa under Sec.22-B of the Legal Services Act as per the G.O. 2nd cited.

The retired Judicial Employees residing in Kadapa District, who are willing to work in the above said post, may submit their willingness along with application form appended to

this Notification, by 05/10/2026 to the Chairman, District Legal Services Authority, District Court Buildings Complex, Kadapa.

Sl. No.	Name of the Post	No. of posts	Consolidated remuneration per month
1.	Typist-cum-Assistant	01	As per G.Os. issued from time to time.

Age:

Who retired from the regular post on superannuation and have not completed the age of 69 years.

Qualification:

1. Must have passed Degree in any University recognized by the U.G.C.;
2. Must have passed Higher Grade in English Typewriting; and
3. Must have retired from service in Judicial Department as Junior Assistant -cum- Typist and above cadres.

Disqualifications:

1. Persons who have been dismissed or removed from service or compulsorily retired from service or subject to any other major penalty and misconduct are not eligible to apply.
2. Persons who have been convicted and sentenced by a Court for an offence involving moral delinquency or is charged of any offence constituting moral turpitude and proceedings are pending, are not eligible to apply.
3. Persons of unsound mind or deaf or mute or blind or suffering from leprosy or any other contagious diseases, are not eligible to apply.
4. Persons who have been adjudicated as an insolvents or undischarged insolvents are not eligible to apply.
5. Persons who have been retired on medical grounds.

General Instructions:

1. The Chairman, District Legal Services Authority, Kadapa is competent to terminate the service of any person appointed to the post of Typist-cum-Assistant at any time, if the work is not generally satisfactorily or there is any physical disability or on the grounds of misconduct or negligence, subject to however by giving an opportunity of making representation in the last-mentioned event viz., 'Misconduct or negligence'.
2. The appointment will be made on contract basis as per Rule 9 of A.P. State and Subordinate Service Rules, 1996 and they have to enter into contract/agreement in the prescribed proforma.

3. The consolidated remuneration shall be paid as per the G.Os. issued from to time.
4. The Rules framed under A.P. State Legal Services Authority Service Rules and A.P. State and Subordinate Service Rules are applicable.

Documents to be submitted:

1. Application form (separate form enclosed with the notification or secure from DLSA, Kadapa).
2. Attested copy of S.S.C marks memo or any equivalent exam.
3. Attested copy of educational qualifications both academic and technical, as required.
4. A duly stamped self-addressed postal cover for sending hall ticket.
5. Service Certificate.
6. Copy of Pension Payment Order.

Mode of appointment:

1. Skill test in typing (maximum marks 30).
2. English writing skills (maximum marks 30).
3. Telugu translation skills (maximum marks 30).
4. An oral interview for the top 03 candidates who get the highest aggregate marks in all the above skill tests (maximum marks 10).

Total marks – 100.

Disclaimer:

The selection of the post is subject to the approval of the Hon'ble Executive Chairman, A.P State Legal Services Authority, Amaravathi.

The last date for submitting the applications 05/10/2026 till 5.00 pm.,


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

Copy to the Notice Boards of all local Courts in the headquarters.
Copy to the Chairman, Permanent Lok-Adalat for Public Utility Services, Kadapa.
Copy to the Secretary, District Legal Services Authority, Kadapa for information.

DISPO, 3180

19/9/2026

**APPLICATION FORM ELIGIBLE CANDIDATES FOR THE POST OF TYPIST/ASSISTANT
TO WORK IN THE OFFICE OF PERMANENT LOK ADALAT FOR PUBLIC UTILITY
SERVICES, KADAPA ARE INVITED IN THE PRESCRIBED FORMAT TO BE SUBMITTED
ON OR BEFORE 05.10.2026 by 5.00 pm.**

1. Name of the Applicant :
(In Capital Letters)
2. Father's/Husband's Name :
3. Date of Birth and age as on :
30.09.2026
4. Address for correspondence :
5. Permanent Address :
6. Whether belongs to BC-ABCD/SC/ST:
7. Local employment exchange Regn., :
Card Number and date
8. Educational Qualifications :
9. Technical Qualifications :
10. Previous experience if any :
11. Whether Local or Non Local
If local, a certificate issued by the
Revenue Authority to be filed :
12. List of Photostat/Attested copies :
of certificates enclosed

Latest Photo
Attested by
the Gazetted
Officer to be
affixed

SIGNATURE OF APPLICANT

Station:

Date :

LIST OF ENCLOSURES:-

1. Attested Photostat copy of date of birth certificate as per SSC or its equivalent Examination.
2. Attested Photostat copy of caste certificate obtained from MRO in the prescribed proforma.
3. Attested Photostat copies of Educational Qualifications i.e., Both academic and technical qualifications.
4. A duly stamped self addressed postal cover for sending Hall Ticket.
5. Service Certificate Copy.
6. Copy of Pension Papers Orders.

To

**The Chairman,
District Legal Services Authority-Cum-
District Judge, Kadapa.**