

**DISTRICT LEGAL SERVICES AUTHORITY, WEST GODAVARI, ELURU,**

**NOTIFICATION NO.1/2023**

Sub: NOTIFICATIONS - Notification for recruitment to one Post of Head Clerk on Contract Basis in PLAPUS, West Godavari at Eluru - Issued.

- Read : 1.A.P.State Legal Services Authority Service Rules, 1999.  
2.G.O.Ms.No.138, LAW (L A & J-Home Courts. B) Dept., dt.21-09-2022.  
3.Proceedings Order Roc.No.17-E1/APSLSA/2023/Estt., Dt.24-02-2023 of the Hon'ble A.P. State Legal Services Authority, Amaravathi.  
4. Letter Roc.No.91/APSLSA/LSW/22, dt.27-02-2023 of the Hon'ble A.P. State Legal Services Authority.  
5. Note file order dt.12-04-2023 of the Principal District Judge-cum-Chairman, DLSA., West Godavari.

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Applications are invited in a closed cover for one post of Head Clerk on Contract basis initially for a period of one year from the date of appointment in Permanent Lok Adalat for Public Utility Services (PLAPUS), West Godavari at Eluru carrying remuneration @ Rs.44,570/- (Rupees Forty Four Thousand Five Hundred and Seventy only) per month. The last date for submission of applications is **29-04-2023 by 05-00 P.M.**

S.No.	Name of the Post	No. of Posts	Roster point and Vacancy
01	Head Clerk on Contract basis	01	OPEN COMPETITION

**I. EDUCATIONAL QUALIFICATIONS :**

The applicant must possess Graduation from a recognized University in India, provided that a graduate in Law or a post-graduate in any other discipline. Candidates having special typing skills, with Computer Knowledge and service candidates shall be given preference.

**Age limit for the post of Head Clerk:**

As on **01-09-2023** the candidate must have completed the age of 18 years and must not have completed the age of 42 years and the relaxation of maximum age limit in respect of SCs, STs, and BCs and Economically Weaker Sections is 5 years.

Provided that the upper age limit of 42 years is relaxable by 10 years in respect of physically disabled persons.

Provided that the upper age limit of 42 years is relaxable for Ex-servicemen as per A.P. State and Subordinate Service Rules, 1996 r/w. A.P. Last Grade Service Rules, 1992.

Candidate must have completed the age of 18 years and not attained the age of 42 years for open category,

Ministerial staff who have retired from services as Head Clerk and above in Judicial Department (Preferably District Unit West Godavari). He/She must not have attained the age of 65 years and having satisfactory record of service.

**III.METHOD OF RECRUITMENT :**

1. Recruitment is through oral interview and technical test will be conducted depending upon the number of applications received and as per the directions of the Committee, constituted for selection and appointment of Head Clerk for Permanent Lok Adalat for Public Utility Services (PLAPUS) in West Godavari at Eluru. Selection of candidate shall be on the qualifications, experience, knowledge and technical skills.

2. The decision of the Committee, constituted for selection and appointment of Head Clerk for Permanent Lok Adalat for Public Utility Services (PLAPUS) in West Godavari at Eluru, shall be final with regard to the said recruitment process.
3. Merely attending the interview shall not vest any applicant with a right to be considered for the selection.
4. No person shall be eligible for appointment unless he/she satisfies the following conditions :
  - i) He/she must be citizen of India.
  - ii) That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the appointment.
  - iii) That his/her character is such as to qualify him/her for such service.
  - iv) Service Candidates shall possess, good and satisfactory work record.

V. APPLICATION FEE :

---NIL---

VI. GENERAL INSTRUCTIONS :

1. The applicants preferably within the unit of united West Godavari District (Judicial).
2. No person, who has been dismissed from a State or Central Government service or from the service of undertaking of Central or State Government or local or other Authorities shall be eligible for appointment.
3. No person, who has been convicted by a Court of Law for an offence involving moral turpitude, shall be eligible for appointment.
4. No TA and DA will be paid to the candidates who appear for Interview.
5. The applicants shall super scribe on the envelop cover for which post he/she applied.
6. Candidates resorting to or bringing any influence of any kind will be summarily disqualified and they are liable for prosecution as per Law.
7. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in submitting the application, all applications shall be with required enclosures with attestation of a Gazetted officer.
8. Correspondence will not be entertained by this Authority under any circumstances. Incomplete/incorrect application will summarily be rejected at any stage.
9. 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 summarily be rejected. In addition, the candidate will also be liable for appropriate action/prosecution as per Law.
10. The applications with incomplete data, without photographs, without required enclosures, without self addressed cover with postal stamps, without signature in the application form will summarily be rejected.

11. Applications received after due date and time shall not be considered. This authority is not responsible for any delay in the postage or service of postage. All applications shall be reached to this office by Registered Post with Acknowledgment only. Candidates may submit the application through e - mail followed by physical copy, if physical copy reached after due date, the application shall not be considered.
12. The candidate shall submit valid proof of photo identity at the time of Interview.
13. The candidates shall attend the venue one hour before the interview for verification of original certificates.
14. The decision of the Committee, constituted for the said purpose, is final in case of ambiguity arises.
15. The filled applications along with required enclosures in the prescribed format shall submit in the office of the District Legal Services Authority, Court Complex, West Godavari at Eluru during office hours in a **closed cover addressed to the Chairman-cum- Principal District Judge, District Legal Services Authority, Court Complex, West Godavari at Eluru through off line mode (by Regd. Post with Ack.due) / online mode: wgdlsa@yahoo.com. (No applications be entertained by hand).**
16. The appointing Authority reserves the right to cancel the notification without assigning any reason thereof.

**Termination of Services:**

The services of Head Clerk, in the office of Permanent Lok Adalat shall be terminated at any time without any prior notice in the following cases by the Chairman, Permanent Lok Adalath, West Godavari at Eluru or on the directions issued by the State Legal Services Authority, Amaravathi, in writing:

1. He/she substantially breaches any duty or service required in the office, or
2. Seeks or accepts any pecuniary gains or gratification in cash or kind from the beneficiary or his friend or relative, or
3. Charged or Convicted for any offence by any court of law, or
4. Indulges in any type of political activities, or
5. Found incapable of rendering professional services of the required standards, or
6. Failure to attend training programmes without any sufficient cause, or
7. Indulges in activities prejudicial to the working of Permanent Lok Adalath office, or
8. Using his/her position in Permanent Lok Adalath office to secure unwarranted privileges or advantages for him/herself or others, or
9. Acts in breach of code of ethics, or
10. Remains absent without leave for more than two weeks, or
11. If services are found unsatisfactory during the six monthly performance review by the SLSA or DLSA.

**Attested Copies of documents only (but not the Originals) to be enclosed to the application duly attested.**

1. Certificate of service as Head clerk/ Superintendent/ Administrative Officer.
2. Certificates showing the date of birth, Qualifications and technical skills (Typing & Computer skills).
3. A self-addressed postal envelope with postage of Rs.30/-for register post with acknowledgment due.
4. Applicant shall mention their contact official e - mail ID for correspondence and applicants shall verify their respective e-mails. (Note - this office is not responsible for any delay in service of postage from this office or non verification of e-mails by the candidates)
5. Two recent pass-port size colour photographs of the applicant.
  - a) One should be affixed on the right top corner of the application.
  - b) One photo (detachable)

**Note:** For any further queries contact enquiry cell at DLSA, W.G, Eluru phone No.08812-224555 during working hours between 10.00 am to 5.00 pm and visit E-mail: [wgdlisa@yahoo.com](mailto:wgdlisa@yahoo.com).

*C. Purnakrishna*  
Chairman-cum-Prl. District Judge  
DLSA, W.G, Eluru

Place: Eluru,  
Date :15-4-2023.

Encl: Application format and Call letter.

*DR NO: 19*  
*15/4/2023*

To.

1. All the Judicial Officers in the District - with a request to cause display on notice board.
2. The Chairman, PLAPUS, W.G, Eluru.
3. The Collector & District Magistrates, Eluru & Bhimavaram.
4. The Joint Collectors, Eluru & Bhimavaram.
5. The District Employment Officers, Eluru & Bhimavaram
6. The District Public Relations Officer, I & P.R. Department W.G, Eluru - with a request to give gist of the notification in newspapers for wide publicity.
7. The System Officer, Principal District Court, West Godavari with a request to upload the same in the District Judicial Website.
8. The notice board of Nyaya Seva Sadan, W.G., Eluru.

Copy to:

The Member Secretary, A.P. State Legal Services Authority, Nelapadu, Amaravati - for information.

APPLICATION FOR THE POST OF "HEAD CLERK" ON CONTRACT BASIS IN PERMANENT  
LOK ADALAT FOR PUBLIC UTILITY SERVICES, W.G., ELURU

Notification No.1/2023

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Application No. \_\_\_\_\_

(For Office use)

Affix recent  
passport Size  
colour  
photograph  
duly attested  
by any gazetted  
officer

1.	Full Name of the Applicant (In Block Letters)	:			
2.	Father's/Husband's Name	:			
3.	Permanent Address	:			
4.	Address for Communication (with Mobile Number & e-mail ID)	:			
5.	Sex (male/Female)	:			
6.	Date of Birth	:			
7.	Age (As on 01.07.2022 (As per SSC Certificate)	:	Year	Month	Days
8.	Nationality	:			
9.	Religion	:			
10.	Caste/Category (OC,BC,SC,ST&PH with Sub- Groups)	:			
11.	Educational Qualification  1. Academic  2. Technical  3. Other (if any)	:			
12.	Designation at the time of retirement	:			
13.	Pay and allowances at the time of retirement	:			
14.	Date of entry into service	:			
15.	Date of retirement  (Proof should be enclosed)	:			
16.	Date of Birth  (proof should be enclosed)	:			
17.	Service particulars	:			

Name of the Post	Period of service	Court in which he/she worked

I solemnly declare that the above information submitted by me is true to the best of my knowledge. If any information submitted by me is found to be false, action may be taken against me.

STATION:

SIGNATURE OF THE APPLICANT

DATE:

NB: Necessary attested copies of the certificates with regard to age, caste, educational and technical qualifications and service certificates shall be enclosed to this application.

**CALL LETTER FOR THE POST OF HEAD CLERK ON CONTRACT BASIS IN  
PLAPUS, WEST GODAVARI IN THE CATEGORY OF OPEN COMPETITION**

<b><u>ROLL NUMBER : FOR OFFICE USE ONLY</u></b>		Affix recent passport Size colour photograph
<b><u>(S.No's 1 to 4 to be filled by candidate)</u></b>		
1.	Name of the Candidate (in Block letters)	
2.	Father's / Husband's name	
3.	Date of Birth & Age as on 01-09-2023 in years	
4.	Aadhar Number	
5.	Category	OPEN COMPETITION
6.	Date & Time of interview (to be filled by office)	
7.	Venue of Exam (to be filled by office)	

SIGNATURE OF THE OFFICER WITH SEAL

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