

OFFICE OF THE PERMANENT LOK ADALATH:: SPSR NELLORE DISTRICT

NOTIFICATION No.1/2025

Sub:	ESTABLISHMENT – DLSA, NELLORE-PLAPUS-Applications are invited from the Retired Judicial Employees in the same Category or above/ other eligible candidates to fill up the post of Head Clerk in the office of the Permanent Lok Adalat for Public Utility Services , District Legal Services Authority, Nellore, SPSR Nellore District on contract basis- Applications Called for – Notification – Issued.
Ref:	1. G.O.Ms.No.138 Law (LA&J) Home Courts-B Department, dated 21.09.2022. 2. Roc No. 79-L3/APSLSA/LSW/2022, dated.28.09.2022 published in the Andhra Pradesh Gazette on 28.09.2022. 3. Letter received from the Hon'ble A.P. State Legal Services Authority, Amaravati, vide ROC.No.3913-E.1/APSLSA/Estt./2023, dated:04.08.2023. 4. Note file orders dated.01.05.2025 of the Hon'ble Chairman-cum-Prl. District Judge, District Legal Services Authority, Nellore.

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Applications are invited by way of issuing this Notification in the prescribed proforma to fill up the post of Head Clerk in the office of the Permanent Lok Adalat for Public Utility Services , District Legal Services Authority, Nellore, SPSR Nellore District from the Retired Judicial Employees in the same category or above / other eligible candidates on contract basis for a period of one year from the date of selection, with a stipulation of extension on yearly basis on satisfactory performance of the individuals:

Vacancy Position:

IN THE OFFICE OF THE PERMANENT LOK ADALAT FOR PUBLIC UTILITY SERVICES, NELLORE

Sl.No.	Name of the posts	Required Number
1.	Head Clerk	01

Monthly Salary: Rs.44,570/-

Qualifications and Requirements for Retired Employees :

1.	Any person who has retired in the corresponding or higher categories of the post of Head Clerk in Andhra Pradesh Judicial Ministerial Service Rules in eligible.
2.	The retired employees who have not crossed 65 years of age are only eligible.

3.	The persons with proven record of ability, good performance and integrity alone will be considered.
4.	The persons who have received any punishment for any mis-conduct in disciplinary proceedings while in services are not eligible for consideration
5.	The persons who have taken voluntary retirement on any ground, retired on compulsory retired from service, dismissed or removed from service are not eligible and who are retired on attaining the age of superannuation are only eligible.
6.	Only persons who are of sound health and active habits alone will be considered.
7.	Persons selected have to produce a physical fitness certificate and enter in to an agreement / Contract with the PLAPUS, Nellore on such terms and conditions as the appointing authority deems fit proper and necessary regarding the conditions of the appointment and service and on all other required particulars.

Qualifications and Requirements for other persons :

1.	Must be a graduate from any recognized university. Preference will be given to the post graduates / Law graduates.
2.	Must have knowledge or qualification in type writing / computer operation

Age Limit:

1. Must have not completed 42 years of age and must have completed 18 years of age as on 01.02.2023.
2. The relaxation of maximum age limit is 5 years in respect of SCs/STs and BCs and relaxation of maximum age limit for physically handicapped persons and Ex-Servicemen will be as per Rule 12(1)(c)(i) of AP State and Sub-Ordinate Rules.

METHOD OF RECURITMENT

Selection to the post notified will be made only on temporary basis and can be terminated if they found incline in which point of time or if their work for the purpose is found unsatisfactory.

Termination of Services:

the services of Head Clerk in the office of the Permanent Lok Adalat can be terminated at any time without any prior notice in the following cases by the Chairman, DLSA on recommendation of the Chairman, Permanent Lok Adalath, Nellore or on directions by SLSA 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.

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

1. Superannuation proceedings in case of Retired Judicial Employees
2. Certificates of Academic qualifications, Marks list of the Qualifying examination viz. SSC , Graduation or equivalent and other certificates to prove their proficiency and skills, if any
(in case of other eligible persons)
3. A self-addressed postal envelope with postage of Rs.25/- for register post and acknowledgement due.
4. **Two recent pass-port size colour photographs of the applicant.**
 - a) One photo shall be affixed on the right top corner of the application.
 - b) One photo (detachable)

The filled in applications should be addressed to the "**Chairman-cum-Prl. District Judge, District Legal Services Authority, Nyaya Seva Sadan, District Court compound, Nellore , SPSR Nellore District**", by Registered Post or by hand under proper acknowledgement or by courier, duly super scribing the name of the post applied for as Head Clerk so as to reach the addressee.

Last Date for receipt of Applications is BEFORE 05:00 P.M. on 31-5-2025

General Instruction:

1. Incomplete applications or applications without the required attested copies of documents as mentioned above, will be summarily rejected.
2. The applications received in any other format other than the enclosed herewith, will be summarily rejected.
3. Applications are liable to be rejected at any stage, if any information furnished therein is found to be false and the applicants are liable for prosecution for furnishing false information.
4. No T.A. and D.A. will be paid to the candidates to attend the interview.
5. The candidate is to be of sound health, active habits and free from bodily defects of infirmity, otherwise making him/her unfit for the service.
6. **The applications received after the last date will not be accepted.**
7. The appointing Authority reserves the right to cancel the notification without assigning any reason thereof.

Note : The appointment in the PLAPUS will be made on Contract Basis as per Rule (9) of A.P. State and Sub-ordinate Rules.

Station: Nellore
Date: 30.04.2025

Dis No. 40
dt. 02.05.2025


**Chairman-cum-Prl. District Judge,
District Legal Services Authority,
Nellore.**

To

1. The Principal District Judge, Nellore - with a request to instruct the concerned to affix the Notification in the notice board of the Hon'ble Prl. District Court, Nellore.
2. All the Judicial Officers in the District - with a request to instruct the concerned to affix the Notification in their respective Court's Notice Boards.
3. All the Chairmen, Mandal Legal Services Committees in the SPSR Nellore District - to affix the notification in the notice board.
4. The District Public Relations Officer, I & PR Department, Nellore, with a request to cause display of the notification on the notice board attached to his office as well as the information centers located at various places in the District. He is also requested to release the gist of the notification as a "Press Release" to both print and electronic media.

Copy to :

The Hon'ble Member Secretary, A.P.State Legal Services Authority, Amaravathi----
for favour of information-for favour of information.

APPLICATION FOR THE POST OF _____

Ref: Notification No.01/2025 of the Office of the Permanent Lok Adalath, Nellore.

Recent Passport
size photograph
duly attested by
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 01.07.2023)	:	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.	Previous experience (If any)	:			
13.	Designation at the time of retirement	:			

14.	Pay and allowances at the time of retirement	:	
15.	Date of entry into service	:	
16.	Date of retirement (proof should be enclosed)	:	
17.	Date of Birth (proof should be enclosed)	:	
18.	Service Particulars	:	

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

For Other Persons:

1.	Experience if any (attach separate sheet if required)	:	
2.	Previous Post/Posts held and tenure of holding such Office (attach separate sheet if required)	:	
3.	<p>I have been adjudged as insolvent (Yes/No)-----</p> <p>I have been convicted (Yes/No) (If yes give details on separate paper)</p> <p>Any case pending against you (if yes give details of Case No./Section on separate Paper/No)-----</p> <p>I am physically/Mentally sick (Yes/No)-----</p> <p>I have financial or other interest in Public Utility Services Institution of the District (Yes/No)</p>	:	

<p>give details of Case No./Section on separate Paper/No)----- I am physically/Mentally sick (Yes/No)----- -----</p> <p>I have financial or other interest in Public Utility Services Institution of the District (Yes/No)</p> <p>I have been removed from any Office for abusing my official position (Yes/No)----- -----</p> <p>I have been attached with Legal Services Authority (Yes/No)----- (If yes, furnish details on separate paper)</p> <p>I have been involved in active politics (Yes/No)----- -----</p>	
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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.