NOTIFICATION No.01/2026/ESTT./2026, DATED 13.01.2026 FOR DIRECT RECRUITMENT TO THE POSTS OF RECORD ASSISTANT IN THE UNIT OF THE SPSR NELLORE DISTRICT UNDER THE ANDHRA PRADESH STATE LEGAL SERVICES AUTHORITY SERVICE RULES, 1996.

Applications are invited for direct recruitment to the posts of Record Assistant(s) in the Unit of the SPSR Nellore District under the AP State Legal Services Authority Service Rules, 1996 (as amended from time to time carrying scale of pay of Rs.23120-74770/- by way of Registered post or Speed Post.

The application form will be available on the District Court's website of SPSR Nellore District and the last date for submission of the application is 27.01.2026 up to 05:00 p.m.

Duly filled in application forms shall be submitted in the following address "The Hon'ble Chairman, District Legal Services Authority, Nellore, SPSR Nellore District" by Registered post or Speed post only and no other modes of application will be entertained.

ABSTRACT OF VACANCIES

Class/Category	Number of posts
Open Competition	01
SC (Group-I)	01
Open Competition	01
Backward Class (Group-A)	01
Total	04

EDUCATIONAL QUALIFICATIONS:

Applicants must have passed Secondary State Board Examination or its equivalent Examination.

AGE LIMIT:

To be eligible, the applicant must have completed 18 years and must not have completed 42 years as on 01.01.2026 as per G.O.Ms.No.36, General Administration (Service-A) Department, dated 04.03.2025.

Provided that the upper age limit of 42years is relaxable by 5 years in respect of the persons under Scheduled Castes / Scheduled 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 as per Rule12(1)I(i)of A.P. State and Subordinate Service Rules,1996 for EX-Servicemen.

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RESERVATION:

The vertical reservations in respect of Backward Classes (A, B, C, D &E), Economically Weaker Sections (EWS), Scheduled Tribes, Scheduled Castes and horizontal reservation for Women, Persons with Benchmark Disabilities, Ex-Servicemen and Meritorious Sports Person shall be, as per A.P. State and Subordinate Service Rules,1996 issued vide G.O.Ms.No.77, General Administration(Services-D) Department, dated 02.08.2023 and G.O.Ms.No.46, General Administration(Services-D) Department, dated19.04.2025.

The applicants, who are BC/SC/ST/EWS/PWD/Ex-Servicemen /Meritorious Sports Persons and intend to avail reservation, shall choose the applicable category and enclose the necessary certificate.

The applicants who intend to avail /claim reservation under Back ward Classes(A,B,C,D &E) shall submit a copy of the certificate issued to the effect that they belong to non- creamy layer in terms of G.0.Ms. No.3, Backward Classes Welfare (C 2) Department, dated 04.04.2006 and G.0.Ms.No.26, Back ward Classes Welfarel Department, dated 09.12.2013.and as per the income ceiling which is inforce on the date of notification. In case of non-submission of the certificate, his / her candidature will be considered against Open Category only.The applicants who intend to avail/claim reservation under Economically Weaker Sections (EWS) shall submit the EWS Certificate issued (issued by the concerned Tahsildar mentioning the rein that the gross annual family income from all sources is belowRs.8,00,000/-.) interms of G.0.Ms.No.66, General Administration (Services-D) Department, dated 14.07.2021 and G.0.Els.No.73, General Administration(Services-D) Department, dated 04.08.2021.

ATTESTEDCOPIESOFDOCUMENTSTOBEENCLOSEDTOTHEAPPLICATION:

The applicants shall enclose attested copies of certificates of academic, such as, pass certificates, certificate evidencing date of birth and community certificate issued by the Competent Authority, in case they intend to avail reservation under SC, ST, BC persons with Benchmark Disabilities, EWS, Meritorious Sports Persons and Ex-Service Men (The certificate shall show specifically the classification of the group).

The applicant, who intends to avail reservation under Backward Classes (A,B,C,D or E), shall enclose community certificate and also certificate of non-creamy layer as per law. Incase of failure to enclose the certificate, his/her candidature will be considered against Open Competition.

Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7thto 10th classes (or) in case they have not studied in any educational institutions during the whole/ apart 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)Dept., dt.01.11.1975. However, if the candidate has studied in two or more Districts, then they have to submit Study Certificates from 4thto 10th classes and the District 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.

The applicant has to produce original certificates on the day mentioned by the District Legal Services Authority , SPSR Nellore for verification. If the applicant fails to produce any of the required certificates, his / her candidature will be rejected.

Mode of selection:

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The selection shall be made through the following stages:
i. Written examination
ii. Interview (VIVA VOCE)
6. Examination Pattern:

1. Mode: off-line (OMR)
2. Duration: 90 minutes
3. Maximum marks for written examination: 75
4. Maximum marks for Oral interview (VIVA VOCE): 25

Only those candidates who qualify in each stage shall be permitted to appear for the subsequent stage.

The candidates passed through the written examination be called for certificate verification and oral interview.

7. Report: Among the candidates, list of 03 candidates secured highest marks per each post shall be submitted to the SLSA along with the following documents:

i. Report of the Chairperson as to the process of recruitment under taken and complete details

ii. Marks secured by the candidates in written examination and marks awarded by each member of the Selection Committee.

iii. Copy of notification.

8. Approval: After approval of the Hon'ble Executive Chairman received from SLSA, necessary proceedings appointing the individual shall be issued by the DLSA concerned for joining. On reporting police antecedents shall be obtained. If any thing reported adverse, the Chairperson shall take further steps in the matter.

MERITLIST:..

Merit list will be based on the marks obtained by the candidates in the examination.

Where two or more candidates get equal number of marks in the Examination, the elder in age will be considered for provisional selection, in case of a tie in age also, the candidate, who possesses higher educational qualification would be considered. In case of tie in higher educational qualification, the candidate with highest marks in the prescribed educational qualification would be considered.

EXAMINATIONFEE:

The applicants, who are under Open Competition/ EWS/ BC category have to pay examination fee of Rs. 1000/-(Rupees One Thousand only) towards application fee and examination fee, where as 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 fee of Rs.500/-. The Application / Examination Fee is to be paid by way of Demand Draft only from any National Bank in favour of the Secretary,

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District Legal Services Authority, SPSR Nellore.

The application /Examination fee once paid will not be refunded even if the application is rejected for any reason, or the recruitment Notification is cancelled for any reason.

GENERALINSTRUCTIONS:

The applicants shall indicate their local/non-local status in respect of Judicial Districts as named in the Notifications 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. Selection will be made as per the A.P. State Legal Services Authority Rules 1999.

Merely applying for a post will not give any right to any person to be considered for appointment.

A person in a bigamous marriage shall not eligible for appointment.

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.

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.

No person, who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment. No T.A. and D.A. will be paid to the candidates who appear for the examination.

Candidates resorting to or bringing any influence of any kind will be summarily disqualified and they are liable for prosecution as per Law.

The particulars furnished by the applicant in the application form will be taken as be final. Candidates should, therefore, be very care ful in filling the application.

Correspondence will not be entertained by the District Legal Services Authority, SPSR Nellore District under any circumstances. Incomplete/ incorrect application will be summarily rejected at any stage

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 be summarily rejected. In addition, the candidate will also be liable for appropriate action/prosecution as per Law.

No information will be sent to the unsuccessful candidates. The list of qualifying candidates will be uploaded on the website of Principal District Court, SPSR Nellore District This appointment shall be covered by the Contributory Pension Scheme.

INFORMATION REGARDING THE APPLICATION PROCESS:

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The application form.

The Hall Ticket {Original and Duplicate).

The candidates should use only one mobile number while applying for the posts and Districts.

Secretary,
DLSA, Nellore.

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

DIS NO. 53
12/1/2026.

To

All the Judicial Officers in the District to cause affix the Notification on Notice Board of their respective Courts.

All the Chairmen, Mandal Legal Services Committees, in SPSR Nellore District.

All the Chairmen, District Legal Services Authorities in the State of Andhra Pradesh.

The District Collectors of SPSR Nellore District with a request to display of the Notification in the Notice Board and to circulate to all the departments under their control.

The District Employment Officer, SPSR Nellore District, with a request to display of the Notification in their Notice Board.

The Administrative Officer, Principal District Court, SPSR Nellore District, to cause affix the Notification on Notice Board.

The District Public Relations Officer, SPSR Nellore District for giving necessary publicity.

The Notice Board of District Legal Services Authority, SPSR Nellore District

The System Officer, Principal District court, SPSR Nellore District with a direction to upload the notification in the SPSR Nellore District Judicial District Website.

Copy submitted to:

The Member Secretary, Andhra Pradesh State Legal Services Authority, Amaravathi --- for favour of information.

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DISTRICT LEGAL SERVICES
AUTHORITY,DISTRICT COURTCOMPLEX, SPSR
NELLORE DISTRICT

APPLICATIONFORTHEPOSTOF RECORDASSISTANT

(NotificationNo.01/2026,dt.12-01-2026)

NAME OF THE POST APPLIED FOR_____

1.Name of the applicant : (In capital letters)

2.Father's Name / Husband's Name :

3.Gender :

4.Date of Birth : (enclose relevant certificate)

5.Age as on 01.01.2026 :

6.Address for communication :
a) Present Address

b) Permanent Address

7.Contact Detailse : Mobile/ WhatsApp No._____
Land line no.(if any):_____
Alternate Contact no.:_____
e-mail ID:_____

8.If he/she belongs to OC/BC/SC/ ST category (specify sub group): (copy of certificate to be enclosed)

9.Whether belongs to benchmark Disabilities category : (Specify the nature of disability and enclose copy of certificate)

10.Are you belongs to Ex-Service Man category (if so please Specify)

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11 Are you involved in any criminal Case (if so furnish the case details): (including the conviction, if any)

12 Educational qualifications:

a) Academic

Examination passed	Name of the Board/ University/School	Month and Year of passing with registration number	Division of Pass	Percentage of Marks secured

b) Technical Qualification, if any:

c) Special Skills
(With certificates)

d) Others, if any

10. Previous work experience
With specialization/Special skills, if any

11. Particulars of D.D. enclosed

DECLARATION

I solemnly declare that the above information furnished by me and all the statements made in this application are true and correct to the best of my knowledge and belief and if any information found to be false in future, I will be liable for any action to be taken against me as per rules.

I further declare that I fulfill all the conditions of eligibility regarding age limit, educational qualifications, etc., prescribed for appointment to the post to which I have applied.

Station:

Date:

Signature of the Applicant

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ORIGINAL

DISTRICT LEGAL SERVICES AUTHORITY, DISTRICT COURT COMPLEX, SPSR NELLORE
HALL TICKET (ORIGINAL)FOR WRITIENEXAMINATION TO THE POST OF RECORD ASSISTANT
(To be filled by the candidate)

HallTicketNo._____ __

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Dulyattestedby the Gazetted Officer

1. Nameof the Candidate
2. Father's/Mother's / Husband's Name
3. Date &Time of Examination
4. Place of Examination

Signature of the candidate

Signature of the Secretary,
DLSA., SPSR NELLORE

(Note:-Sl.Nos.1,2 shall be filled and Duly signed by the applicant)

DUPLICATE

DISTRICT LEGALSERVICESAUTHORITY,DISTRICTCOURT COMPLEX, SPSR NELLORE
HALL TICKET (ORIGINAL)FORWRITIEN EXAMINATION TO THE POST OF RECORD ASSISTANT
(To be filled by the candidate)

Hall Ticket No.____ _

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Dulyattestedby the Gazetted Officer

1. Name of the Candidate
2. Father's/Mother' s/Husband's Name
3. Date & Time of Examination
4. Place of Examination

Signature of the candidate
(Note:-Sl.Nos.1,2 shall be filled and Duly signed by the applicant)

Signature of the Secretary,
DLSA., SPSR NELLORE

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