DD. No.& Date:---------- Drawee Bank & Branch----------

DISTRICT LEGAL SERVICES AUTHORITY, MAHABUBABAD

Notification No. 01/2025 Date: 28-07-2025

A P P L I C A T I O N F O R M

APPLIED FOR THE POST OF **STENO-TYPIST**
(DIRECT RECRUITMENT)

Photo duly attested by the gazetted officer.

1. NAME OF THE APPLICANT WITH SURNAME : (in full with capital letters)

2. FATHER'S NAME/HUSBAND'S NAME : (in capital letters)

3. A. DATE OF BIRTH (proof should be enclosed) :

B. Age as on 01.09.2024 :

Y	M	D

4. POSTAL ADDRESS :

5. NATIVE PLACE WITH DISTRICT : (proof should be enclosed)

6. Community :

7. Whether Belongs to : (Copy of Certificate to be enclosed)

PH	VH	HH	Ex.SM

8. Educational Qualifications: :

Examination passed	Name of the Board/University/ School	Month & year of passing	Marks obtained	Total marks	% of marks
SSC/Matric					
Intermediate/Puc/10+2/ Polytechnic					
Degree					
Post-Graduate					
Technical Qualifications					
Other qualifications if any.					

**** Qualifying Examination Marks and Percentage is Compulsory.**

9. Technical Qualifications, If any :

10. Computer qualifications, if any :

11. Other Special skills :

12. Local Employment Exchange Registration Number with date of last renewal. :

13. Previous experience, if any, :

14. Involved in any Criminal cases (if yes, Give details thereof) :

15. Local/Non-Local (Attested copies of relevant certificates Should be enclosed for proof) :

16. Working in State/Central Government (if so, the particulars) :

SIGNATURE OF THE CANDIDATE

DECLARATION

I hereby declare that all the entries/statements made in this application are true 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 the examination/ interview/ appointment, action can be taken against me by the authority. I have read the provisions in the notification carefully and I hereby undertake to abide by them.

I further declare that I fulfill all the conditions of eligibility regarding the age limit/education qualifications etc., prescribed for appointment to the post to which I am applying.

Station: **SIGNATURE OF THE CANDIDATE**
Date:

APPENDIX – I

CERTIFICATE OF RESIDENCE

(Vide sub clause (ii) of clause (a) of Para 7 of the Presidential Order)

It is hereby certified

a) That Sri/Smt./Kum/ ----------S/o., W/o., D/o.----------

appeared for the first time for the Intermediate Examination in ----------

(Month) ---------- (Year);

b) That he/she has not studied in any educational institutions during the * Whole/ a part of the 4 consecutive academic years ending with the academic year in which he/she first appeared for the aforesaid examination;

c) That in the 4 years immediately preceding the commencement of the aforesaid examination he/she resided in the following place/ places namely/

VILLAGE	TALUK/MANDAL	DISTRICT	PERIOD
1.			
2.			
3.			
4.			

OFFICE SEAL
Officer of Revenue Department not below
The Rank of Tahsildar or Deputy Tahsildar
In independent charge of a Sub Taluk.

Station:
Date:

"Strike off "Whole", "a part", as the case may be.

APPENDIX – II

CERTIFICATE OF RESIDENCE

(Vide sub clause (b) of Para 7 of the Presidential Order)

It is hereby certified that Sri/Smt./Kum/ ----------

----------S/o., W/o., D/o.----------

Has resided for a period of not less than 4 years immediately preceding the date of issue of this Certificate, in the following place/places/namely.

VILLAGE	TALUK/MANDAL	DISTRICT	PERIOD
1.			
2.			
3.			
4.			

OFFICE SEAL
Officer of Revenue Department not below the Rank of Tahsildar or Deputy Tahsildar In independent charge of a Sub Taluk.

Station:
Date:

ORIGINAL

REGD. No.:

DISTRICT LEGAL SERVICES AUTHORITY : MAHABUBABAD
WRITTEN TEST FOR THE POST OF _____
HALL TICKET-CUM-IDENTITY SHEET

<table>
<tr><td colspan="3">DATE TIME NAME OF THE EXAMINATION CENTER</td></tr>
<tr><td colspan="3"></td></tr>
<tr><td colspan="2">NAME AND FULL POSTAL ADDRESS OF THE CANDIDATE
(to be filled by the Candidate)</td><td>Affix latest passport size photo duly attested by a Gazetted Officer</td></tr>
<tr><td>Signature of the Candidate</td><td colspan="2"></td></tr>
</table>

SECRETARY
DISTRICT LEGAL SERVICES AUTHORITY,
MAHABUBABAD

DUPLICATE

DISTRICT LEGAL SERVICES AUTHORITY : MAHABUBABAD
WRITTEN TEST FOR THE POST OF _____
HALL TICKET-CUM-IDENTITY SHEET

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SECRETARY
DISTRICT LEGAL SERVICES AUTHORITY,
MAHABUBABAD.

INSTRUCTIONS TO THE CANDIDATES ON WRITTEN EXAMINATION

1. The candidates must note that his/her admission to the examination is more provisional. The mere fact that an Admission has been issued to him/her does not imply that his/her candidature has been finally cleared by the Institution or that the entries made by the candidate in his/her application have been accepted by the Institution as true and correct.

2. The question paper containing 80 questions. Each question carries one mark. Duration of Exam 90 minutes. No minus marks. Paper is of objective type. Four options A, B, C and D will be given for each question. Correct answer shall be fill the bubbles completely in OMR Sheet.

3. Use black or blue ball point pen for marking the circle. Ink pen, pencil or pens with colours are strictly prohibited.

4. Write your enrolment No. in appropriate places on the OMR Sheet.

5. Candidates should write the OMR sheet No.(as provided in the top corner of right side) in the attendance sheet before putting his/her signature.

6. Don't put the tick mark or a cross mark where it is specified that you fill the bubbles completely. Half filled or over filled bubbles will not be read by the software. Never Use pencils to mark your answers unless specified, in which case just stick to HB or 2B pencils only.

7. The candidates should go through the instructions given carefully

8. Candidates shall write their answer to each question at the relevant place single time only. Corrections will not be accepted and no mark will be given to the correct answer, if it is corrected.

9. The candidates should satisfy the Invigilator of his identity with reference to the signature and photographs.

10. The candidates should occupy their respective seats 15 minutes before the commencement of the examination and will not to be allowed after 10 minutes of the scheduled time. They should not leave the examination hall till expiry of duration. Loaning and interchanging of articles among the candidates is not permitted in the examination hall. Cell phones, Pagers, Calculators or any type of electronic devices are strictly prohibited in the examination hall.

11. The candidates are expected to behave in orderly and disciplined manner while writing the examination. If any candidate takes away Answer Sheet, the candidature will be rejected and in case of impersonation/ disorder/ rowdy/ behavior during Written Examination, necessary action will be initiated, apart from disqualifying appointment in future. Merit is the only criteria that decides the selections. Candidates trying to use unfair means shall be disqualified from the selection. No correspondence whatsoever will be entertained from the candidates. The candidature and conditions specified here are subject to latest rules/ orders come into force during the process of recruitment.

12. The Institution would be analyzing the responses of a candidate with other appeared candidates to detect patterns of similarity. If it is suspected that the responses have been shared and the scores obtained are not genuine/ valid, the Institution reserves the right to cancel his/ her candidature and to invalidate in Answer Sheet.

13. Wherever Written Examination is held only those candidates who are totally blind and candidate whose writing speed is affected by CEREBRAL PALSY, can use the

scribe at the Written Examination. In all such cases where a scribe is used, the following rules will apply.

(a) The scribe should be from an academic discipline other than that of the candidate and the academic qualification of the scribe should be one grade lower than the stipulated eligibility criteria.

(b) The candidate as well as the scribe will have to give a suitable undertaking confirming the rules applicable.

14. Candidates shall bring EXAMINATION PADS for written test.