NOTIFICATION NO. 01/2026 DATED: 22/06/2026

1. Applications are invited to the following posts in the District Legal Services Authority, Sangareddy Unit.

2. Application shall be in the prescribed proforma and to be sent to the following address by Registered Post/Courier only from 29/06/2026 to 10/07/2026 up to 5.00 p.m. NO APPLICATION SHALL BE RECEIVED DIRECTLY. The application COVER shall contain Application for the POST OF **TYPIST-CUM-ASSISTANT**.

3. Applications shall be addressed to the Chairman, DISTRICT LEGAL SERVICES AUTHORITY, NYAYA SEVA SADAN, DISTRICT COURT PREMISES, SANGAREDDY - 502 001.

4. The detailed Examination Schedule will be hosted in the District Courts website (i.e., e-courts) and the applicants are required to visit the official website of the District Courts Website to keep them updated on all the steps/results until the completion of the recruitment.

Schedule

DETAILS	DATES
Date of Publication of the Notification	22.06.2026
Starting Date for submission of application	29.06.2026
Closing Date for Submission of Application	10.07.2026
Scrutiny of Applications	18.07.2026
Issuing of Hall Tickets	22.07.2026

5. VACANCY POSITION:

Typist-Cum-Assistant

Class / Category	Number of posts
GENERAL	1
TOTAL	1

Note:

The Chairman, District Legal Services Authority, Sangareddy, reserves the right to cancel the notification, at any stage without assigning any reason whatsoever. No right will accrue to the candidate by virtue of the notification.

6. EDUCATIONAL QUALIFICATION PRESCRIBED:

7. Typist cum Assistant:

a) Must have passed Degree in Arts or Science or Commerce or Law of a University in India established or incorporated by or under a central Act, Provisional Act or a State Act or from any Institution recognized by the University Grants Commission or any other degree equivalent to such qualification

b) Must have passed the Government Technical Examination in Typewriting in Higher Grade in English (with a speed of 45 w.p.m.) If not available Typewriting Higher Grade in English the Typewriting Lower Grade in English will be considered

8. Must have knowledge or qualification in computer operation.

9. LINGUISTIC QUALIFICATION:

a. Candidates shall not be eligible for appointment if they do not possess adequate knowledge of the language or languages of the district in which they are to be appointed.

10. AGE LIMIT:

a. The individual must have completed the age of 18 years and must not have completed 34 years of age on the first day of September 2026.

b. The relaxation of maximum age limits in respect of SCs/STs/BCs/EWS or the Aboriginal Tribes in the Agency areas/BCs is 5 years. Differently–abled person shall be given age relaxation of 10 years.

c. The upper age limit will be relaxed to further five (5) years to all categories of candidates those who are presently working on outsourcing basis in the District Legal Services Authority, Sangareddy Unit, provided that they must within the age limit at the time of their initial appointment on outsourcing basis, subject to fulfilment of the prescribed qualifications and any Judicial Orders issued from time to time in this regard.

[The above relaxation, the upper age limit will be 44 years (39+5) for SC/ST/BC/EWS candidates and 39 years (34+5) for OC candidates.]

11 METHOD OF RECRUITMENT:

a) The selection process for the post of **Typist/Asst.** will be the OMR written examination and the typewriting test (skill test) will be conducted on computers.

b) OMR based written examination will be conducted for 40marks on the subjects of General Knowledge and General English. The OMR based examination will comprise of 40 multiple choice objective type questions carrying one (01) mark each and duration of written examination will be for 40 minutes.

c) The OMR question paper will be in English Language. The English Typewriting test (skill test) will be for 5 minutes (with a speed of 45 w.p.m.) for 40 marks.

d) The minimum qualifying marks to be secured by the candidates in the written examination and typewriting examination shall be 40% in each of these examinations. Unless the candidate secures these minimum marks in both the examinations, he/she shall not qualify to appear for the oral interview (20 marks).

e) The candidates qualified in the examination will be shortlisted in the ratio of 1:3 of the notified/available vacancies for certificate verification prior to the oral interview (Viva-voce) and the candidates who are eligible will be called for oral interview from the said ratio.

f) No person shall be eligible for appointment to the service by Direct Recruitment unless he/she satisfies the following conditions viz.,

i. That he/she is of sound health and active habits.

ii. That his/her character and antecedents are such as to qualifyhim/her for such service; and

iii. He/she is a citizen of India.

12 EXAMINATION FEE:

a. The applicants who belong to OC and BC categories have to pay an amount of Rs.500/- (Rupees five hundred only), excluding applicable service charges, towards examination fee, whereas the SC, ST category candidates have to pay an amount of Rs.250/- (Rupees two hundred and fifty only), excluding applicable service charges.

b. The Application/Examination Fee is to be paid in the shape of Demand Draft only DD in the Name of " The Secretary, District Legal Services Authority, Sangareddy" payable at Sangareddy.

c. The Application/Examination Fee once paid will not be refunded even if the application is rejected for any reason.

13 MERIT LIST:

a. Merit list will be based on the consolidated marks obtained by the candidates in the examination and the viva-'Voce.

b. Where two or more candidates get equal number of consolidated marks in the said Examination and oral interview, the elder in age will be considered for provisional selection. In *case* of a tie in age also, the candidate with highest marks in the prescribed educational qualification would be considered.

14 DOCUMENTS TO BE SUBMITTED AT THE TIME OF CERTIFICATE VERIFICATION:

a. Original certificates of prescribed academic qualifications, such *as,* marks *lists,* pass certificates, certificate evidencing date of birth, community certificate issued by the competent authority in case of SCs., STs., and BCs. And Certificate in respect of Local/Non-local.

b. The certificate in respect of BCs, shall show specifically the classification *of* the group.

c. Two sets of Photostat copies of certificates duly attested by the Gazetted Officer are to be submitted at the time of verification of the certificates.

d. The Other Backward Class (OBC) Certificates will not be considered.

e. No-objection Certificate from Employer (if employed anywhere).

f. Three recent Passport size colour Photographs of the candidate shall be affixed as under:

i) One to be affixed on application form duly Attested by gazetted Officer.
ii) One to be affixed on the Original Hall ticket.
iii) One to be affixed on the duplicate Hall ticket.

g. After publication of the list of provisionally selected candidates, they will be called for original certificate verification on a date fixed for this purpose. They shall produce all the relevant original certificates on the prescribed date. If any candidate fails to produce any of the required certificates, his/her candidature will be rejected without any further correspondence.

15 GENERAL INSTRUCTIONS:

a. The particulars furnished by the applicant in the application form submitted to the DLSA will be taken as final. Candidates should, therefore, be very careful in filling the application.

b. No T.A. and D.A. will be paid to the candidates who appear for the Examination or for verification of original certificates or for the Viva-voce.

c. Mere applying and mere securing minimum qualifying marks in the Examination will not give any vested right to any candidate to be selected.

d. All rights are reserved with the appointing authority to reject the application at any stage, if the claim is found to be false and the appointment shall liable to **be cancelled** if **any information** therein is found to be false **at any later** stage and the applicants are liable for prosecution for furnishing such false information.

e. If the candidate furnishes wrong information with regard to category and caste, they shall not have any right subsequently for selection in that particular category, caste etc., and in that aspect the selection authority is not responsible for the lapse on the part of the candidate.

f. Selection will be made as per the Service Rules of the Telangana State Legal Services Authority, Hyderabad and Telangana State & Subordinate Service rules 1996 (as amended from time to time).

g. Candidates resorting to bring any influence of any kind will be summarily disqualified.

h. No person who has more than one wife living or who has spouse living, marries in any case, in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment by direct recruitment.

i. No female candidate 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.

j. No person who has been dismissed from a State or Central Government service or from the service of Central or State Government undertaking or local or other authorities or who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment to the post.

k. This appointment shall be covered by the Contributory Pension Scheme (CPS).

l. No information will be sent to the unsuccessful candidates after announcement of the list of provisionally selected candidates.

m. All rights are reserved with the appointing authority to cancel the provisional selection of the candidates if the certificate of the provisionally selected candidates such as eligibility, education qualification, social status, and physical disability etc., are found to be in correct at any stage of the recruitment.

IMPORTANT NOTE: Date of Written Examination is on 1/8/2026 at 10.30 A,M at District Court Complex, Sangareddy, in case of any postponement, the same will be intimated through the District Court's website only and no personal intimation will be given. Date of interview, to the candidates who are successful in written examination will be intimated through the District Court's Website **(https://sangareddy.dcourts.gov.in/)**. No personal information will be given.

22/6/26

PRL.DISTRICT & SESSIONS JUDGE
CUM – CHAIRMAN
District Legal Services Authority
Sangareddy

Place : Sangareddy.
DATE: .06.2026

To

1. All the Judicial Officers in the Unit of Sangareddy
2. The Collector & District Magistrate, Sangareddy
3. The District Employment Officer, Sangareddy
4. Notice Board, District Court & District Legal Services Authority, Sangareddy
5. District Social Welfare Officer, Sangareddy

6. The Officer In-charge of the Back Ward Class Welfare, Sangareddy
7. The Zilla Grandhalaya Samithi, Sangareddy
8. The District Public Relations Officer, with a request to publish the notification on the notice board attached to his office as well as the Information Centers located at various places in the District. This apart, the District Public Relations Officer should also be requested to release the list of the notification as a `Press Release` to both print and electronic media.

Copy submitted to the Member Secretary, Telangana State Legal Services Authority, Hyderabad. (with covering letter).

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

Branch----------

DISTRICT LEGAL SERVICES AUTHORITY, SANGAREDDY

Notification No. 01/2026 Date: .06.2026

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

APPLIED FOR THE POST OF _____
(DIRECT RECRUITMENT)

Photo duly attested by the gazetted officer.

1. NAME OF THE APPLICANT WITH SUR NAME :
(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 01.09.2026 : Y M D

4. POSTAL ADDRESS :

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

6. Community :

7. Whether Belongs to : PH VH HH
Ex.SM
(Copy of Certificate to be enclosed)

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

DECLARAT ION

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:
Date:

SIGNATURE OF THE CANDIDATE

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.			

OFFICESEAL
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.			

OFFICESEAL
Officer of Revenue Department not below the Rank of Tahsildar or DeputyTahsildar In independent charge of a Sub Taluk.

Station:

Date:

ORIGINAL

REGD. No.:

DISTRICT LEGAL SERVICES AUTHORITY :: SANGAREDDY

WRITTEN TEST FOR THE POST OF ____

HALL TICKET-CUM-IDENTITY SHEET

DATE	**TIME**	**NAME OF THE EXAMINATION CENTER**	
NAME AND FULL POSTAL ADDRESS OF THE CANDIDATE			
(to be filled by the Candidate)			Affix latest passport size photo duly attested by a Gazetted Officer
Signature of the Candidate			

SECRETARY
DISTRICT LEGAL SERVICES AUTHORITY,
SANGAREDDY

DUPLICATE

DISTRICT LEGAL SERVICES AUTHORITY :: SANGAREDDY

WRITTEN TEST FOR THE POST OF ____

HALL TICKET-CUM-IDENTITY SHEET

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

SECRETARY
DISTRICT LEGAL SERVICES AUTHORITY,
SANGAREDDY.

INSTRUCTIONSTOTHECANDIDATESONWRITTENEXAMINATION

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 givencarefully

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.