

DISTRICT LEGAL SERVICES AUTHORITY: ANANTHAPURAMU

Dis.No. 12 /2017/DLSA

Date 03.01.2017.

NOTIFICATION FOR APPOINTMENT ON CONTRACT BASIS.

Applications in prescribed proforma are invited from eligible candidates for appointment on **Contract basis** (on consolidated monthly remuneration) to the following posts in **Permanent Lok Adalat, Ananthapuramu**, in accordance with the instructions issued by Hon'ble A.P. State Legal Services Authority, Hyderabad from time to time.

Name of the post	No. of vacancies	Remuneration (As per G.O.Ms.No.339, Finance (SMPC-I) dept, dated 20.12.2012)
Head Clerk	1	Rs.14,800/- p.m. (Consolidated)
Typist-cum-Assistant	1	Rs.8,400/- p.m. (Consolidated)
Steno-cum-Typist	1	Rs.8,400/- p.m. (Consolidated)

The period of contract/service will be one year to start with. The contract may be extended for further period, if necessary.

Eligibility:

- 1) Retired employees who worked in judicial department and possess required qualifications are eligible for the above posts.
- 2) **Outsiders possessing the required qualifications may also apply for the above post. However, their candidature will be considered in the event of non-availability of eligible/suitable retired judicial employees.**
- 3) **Nationality:** The candidate shall be an Indian national.
- 4) **Educational Qualifications :**

For the post of Head Clerk:

Pass in Intermediate Examination conducted by A.P.State Board of Intermediate Education or any equivalent examination.

For the post of Typist-cum-Assistant:

- 1) Pass in Intermediate Examination conducted by A.P.State Board of Intermediate Education or any equivalent examination.
- 2) Pass in Typewriting English Higher conducted by A.P.State Board of Technical Education & Training, Hyderabad or its equivalent..
- 3) Knowledge in computer operation.

For the post of Steno-cum-Typist:

- 1) Pass in Intermediate Examination conducted by A.P.State Board of Intermediate Education or any equivalent examination.
- 2) Pass in Typewriting English Higher conducted by A.P.State Board of Technical Education & Training, Hyderabad or its equivalent.
- 3) Pass in Shorthand English Higher conducted by A.P.State Board of Technical Education & Training, Hyderabad. If the candidates who passed the examination by Higher grade are not available, the candidates who passed it by Lower grade will be considered.
- 4) Knowledge in computer operation

- 5) **Age:** Must have completed the age of 18 years and must not have attained the age of 65 years.
- 6) **Fitness:** The candidates should be physically and mentally fit to hold the post.
- 7) The candidate should not be involved in any criminal cases.

Method of recruitment:

Written Test/Technical Test or Interview of the standard consistent with the minimum general educational qualifications prescribed and nature of duties may be conducted, as may be decided by the undersigned.

Last date for submission of applications: 11.01.2017 at 5.p.m.

Mode of applying:

Candidates seeking appointment to the above post should send their applications only in the prescribed proforma addressed to **THE CHAIRMAN-CUM-PRL. DISTRICT JUDGE, District Legal Services Authority, ANANTHAPURAMU** and should mention the name of the post applied for on the envelope cover. The applications must reach the above address by **5-00 P.M.** on or before the last date.

Separate application should be submitted for each category of post.

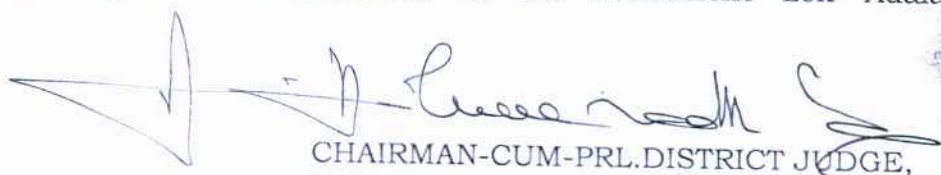
Applications received after last date will not be entertained.

Attested copies of the following should be enclosed to the application:

1. Certificates of Academic and Technical Qualifications and other certificates to prove their professional skills if any.
2. Certificate evidencing Date of Birth.
3. Proceedings of retirement and/or any other document in proof of service rendered in APJMS (in case of retired employees).
4. Community Certificate in case of SC/ST/BC candidates.
5. Physical fitness certificate issued by competent authority.
6. Any other relevant certificates.
7. One recent passport size photograph of the applicant duly attested by the Gazetted Officer to be affixed at the top of application in the place specified.

GENERAL INSTRUCTIONS:

- (i) Applications are to be submitted in the proforma prescribed which is appended hereto and applications received in any other format will be summarily rejected.
- (ii) No T.A. or D.A. will be paid for the journey performed in connection with recruitment.
- (iii) Applications received after due date will not be accepted.
- (iv) Applications received prior to this notification will not be considered.
- (v) This office is not responsible for any postal delay, delay caused by any other service like courier or delay in delivery, etc.
- (vi) Selection will be made as per guidelines issued by the Hon'ble A.P.State Legal Services Authority, Hyderabad.
- (vii) The appointing authority reserves the right to cancel the notification without assigning any reasons therefor.
- (viii) The employees who were dismissed, removed, compulsorily retired or made to seek retirement are not eligible for re-employment.
- (ix) The postings and transfers of the employees shall be at the discretion of the undersigned as required and necessitated by administrative exigencies subject to overall supervision of Hon'ble A.P.State Legal Services Authority, Hyderabad.
- (x) The appointed candidates shall be entitled to such consolidated remuneration as may be determined from time to time by the Government/Hon'ble A.P.State Legal Services Authority, Hyderabad.
- (xi) The appointed candidates shall be required to discharge their duties sincerely, courteously and honestly to the satisfaction of the Presiding Officers.
- (xii) On appointment, the employees shall enter into an agreement with the Chairman-cum-Prl. District Judge, District Legal Services Authority, Ananthapuramu initially for a period of one year, subject to renewal for a further period from time to time at the discretion of the Appointing Authority and subject to continuance of the Permanent Lok Adalat, Ananthapuramu.


CHAIRMAN-CUM-PRL.DISTRICT JUDGE,
DISTRICT LEGAL SERVICES AUTHORITY,
ANANTHAPURAMU.

To

- 1) All the Judicial Officers in the district to display on Notice Boards.
 - 2) The Notice Board.
 - 3) The Website of Prl. District Court, Ananthapuramu.
- Copy to stock file.

**DISTRICT LEGAL SERVICES AUTHORITY
ANANTHAPURAMU**

(Notification Dis.No. _____/2017/DLSA Dated .01.2017
For appointment on **CONTRACT BASIS**)

Affix latest
passport size
Photograph
duly attested by
Gazetted Officer

APPLICATION FOR THE POST OF: **HEAD CLERK /**
(Strike out whichever is not applicable) **TYPIST-CUM-ASSISTANT /**
STENO-CUM-TYPIST

1. Name of the applicant, in full :
(in capital letters)
- 2.a) Father's Name :
- b) Husband's Name :
(In case of married woman)
3. Sex (Male / Female) :
4. Date of Birth and Age as on
01.07.2016 :
(as per S.S.C. certificate)
5. Address for correspondence :
6. Mobile No. :
7. Permanent Address :
8. Whether belongs to OC, BC, :
SC or ST (Specify the sub-group/caste)
9. Qualifications
(Both Academic and Technical) :
10. Particulars of service, in case of
retired judicial staff :
11. Previous Experience, if any, in case
of outsiders :
12. Whether involved in any criminal
Cases. If so, furnish details :

DECLARATION

I hereby declare that all the entries/statements made in the application are true, complete 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 selection, action can be taken against me by the authority.

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

STATION:
DATE :

SIGNATURE OF THE APPLICANT.