DISTRICT LEGAL SERVICES AUTHORITY, EAST GODAVARI DISTRICT:: RAJAHMAHENDRAVARAM:

NOTIFICATION NO. 3/2026, DATED: 12.01.2026 FOR DIRECT RECRUITMENT TO THE POST OF FRONT OFFICE CO-ORDINATOR UNDER ANDHRA PRADESH STATE LEGAL SERVICES AUTHORITY SERVICE RULES, 1999.

Applications from the eligible candidates are invited in the format given hereunder for temporary appointments to the following category of post in the Unit of District Legal Services Authority, East Godavari District as per A.P. State Legal Services Authority Service Rules, 1999 as amended. The applications should be addressed to the Chairman, District Legal Services Authority, East Godavari, Rajamahendravaram (District Judge, East Godavari, Rajamahendravaram) by mentioning on the top of the envelope as to the post for which the application is sent.

The Application form will be available on the District Court Website of East Godavari, Rajamahendravaram and last date for submission of Application upto **5.00 P.M. on 27.01.2026**

1.	Category – 4(d) of Division –III Front Office Co-ordinator	Open Competition – 1	Rs.25,220/- to Rs.80,910/-

I. Educational Qualifications :

Graduate of a recognized University in India with knowledge in Computer with Experience in MS.Office/Libre and Web browsing in respect of Category 03 of Division III of Front Office Co-ordinator.

II. Age limit:

To be eligible the applicant must have completed 18 years and must not have completed 42 years of age 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 42 years 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 Rule 12(1)(c)(i) of A.P.State and Subordinate Service Rules, 1996 for Ex-Servicemen.

III.Reservation:

1.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 G.O.Ms.No.77, General Administration (Services –D) department, dated 02.08.2023.

2. 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.

3. The applicants who intend to avail / claim reservation under Backward 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.O.Ms. No-3, Backward Classes Welfare (C 2) Department, dated 04.04.2006 and G.O.Ms.No.26, Backward Classes Welfare (C) Department, dated 09.12.2013 and as per the income ceiling which is in force on the date of notification. In case of non-submission of the certificate, his / her candidature will be considered against Open Category only.

4. 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 therein that the gross annual family income from all the sources is below Rs. 8,00,000/-) in terms of G.O.Ms.No. 66, General Administration (Service –D) Department, dated 14.07.2021 and G.O.Ms.No. 73, General Administration (Services –D) Department, dated 04.08.2021.

5. The posts in the "Judicial District" (The erstwhile district prior to 01.04.2022 since the bifurcation of the Judiciary in the Districts has not taken place) are organized as District Cadre posts, 80 % of the posts are reserved for local candidates of the concerned Judicial District and 20% is open to all.

IV. Mode of Selection:

The Selection shall be made through the following stages:

Mode of Examination and Place	Date and Time
Written Examination at Rajamahendri Degree & P.G.College for Women, near Gokavavaram Bus stand, Back side of South India Shopping Mall, Rajamahendravaram.	**08.02.2026 at 3.30 P.M**
Interview (VIVA VOCE) at District Court, Rajamahendravaram.	**13.02.2026 from 2.30 P.M**

V. 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

VI. EXAMINATION FEE:

a) The applicants, who are under Open Competition/EWS/BC have to pay examination fee of Rs.1000/- (Rupees One Thousand only) for processing fee and examination fee, whereas the applicants who are SC/ST/Persons with Disabilities category have to pay Rs.500/- (Rupees Five Hundred only) by way of Demand Draft of any Nationalized Bank in favour of the Secretary cum Civil Judge (Senior Division), District Legal Services Authority, East Godavari District, Rajamahendravaram.

b) 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/-.(Rupees Five Hundred only).

VII. Syllabus:

S.No.	Mode of Test	
i)	**Written Examination and Marks**	1.General English
		2.General aptitude
		3.Basic Knowledge in Computers
ii)	**Oral Interview (VIVA VOCE)**	25 Marks

- Only those candidates who qualify in each stage shall be permitted to appear for the subsequent stage.
- The candidates passed through the tests be called for certificate verification and oral interview.
- The question paper for written examination will be in English Language.

VIII. Pension Scheme:

The employees appointed after 01.09.2004 will be covered by the CONTRIBUTORY PENSION SCHEME ONLY and that the existing pension scheme as per Andhra Pradesh Revised Pension Rules, 1980 will not be applicable to them as per G.O.Ms.No.653, 654 and 655 Finance (Pen-I) Department, dated: 22-9-2004 issued by the Government.

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

1. The applicants shall enclose attested copies of certificates of academic, Technical qualifications and Experience, 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).

2. 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. In case of failure to enclose the certificate, his/her candidature will be considered against Open Competition.

3. The applicant claiming reservation under Economically Weaker Sections (EWS), shall enclose the certificate issued in terms of G.O.Ms.No.66, General Administration (Services-D) Department, dated 14.07.2021 and G.OMs.No.73, General Administration (Services-D) Department, dated 04.08.2021, EWS Certificate issued by the concerned Tahsildar mentioning therein, that the gross annual family income from all sources is below Rs.8,00,000/-.

4. The applicant claiming reservation under Persons with Benchmark Disabilities category, shall enclose the certificate issued by the Medical Board specifying the nature of disability and the percentage of disability.

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

6. The applicant claiming reservation under Ex-Servicemen category, shall enclose the Discharge Certificate.

7. The applicant claiming reservation under Meritorious sports quota, shall submit Form-I, Form-II, Form-III and Form-IV as the case may be, as per Annexure-III of G.O.Ms.No.74, Youth Advancement, Tourism & Culture (Sports) Department, dated 09.08.2012.

8. Certificate in respect of Local candidates in terms of the Presidential Orders, 1975 i.e., Study Certificate/s for four (4) academic years from 7th to 10th classes (or) in case they have not studied in any educational institutions during the whole/ a part 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 4th to 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.

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

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

11. Certificates of Academic, Technical qualifications & Experience such as Pass Certificates, Marks list of the Qualifying examination viz. S.S.C. or equivalent examination and other certificates to prove their proficiency and skills, if any.

12. Certificate showing the date of birth.

13. Community certificate of SC/ST/BC.

14. Proof/Certificate in respect of local candidature (in terms of Presidential Order, 1975) i.e. Study certificate/ Transfer certificate from Educational institution for a period of 4 years preceding the date of qualifying examination.

15. Residential/ nativity certificate from M.R.O. for a period of not less than 4 years preceding the date of qualifying examination.

16. Employment Registration Card if any.

17. A self addressed postal envelope with registered post and acknowledgment due.

18. Two recent pass-port size photos.

19. In case of physically handicapped, a certificate should be enclosed to that effect.

X. General Instructions:

1. If the provisionally selected candidate does not join the post, the next meritorious candidate may be considered for provisional selection.

2. The candidates belongs to Local status in respect of District Judiciary, East Godavari are only eligible to apply for the said post.

3. The Selection will be made as per the A.P.State Legal Services Authority, Rules, 1999.

4. The Applications shall be submitted through Registered/Speed post only and the applications submitted in person shall not be accepted.

5. Incomplete applications or applications without the required attested copies of documents as mentioned above, will be summarily rejected.

6. The applications received in any other format will be summarily rejected.

7. 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.

8. Appointment will be made only on the basis of the Presidential Order issued under Art. 371-D of the Constitution of India and subject to rules of reservation.

9. In the event of more than 20 candidates applying for the said vacancy, the candidates will be short listed on the basis of the marks obtained in the qualifying examination or other relevant considerations like previous experience etc.

10. After short-listing, the candidates are liable to be subjected to such written tests as may be thought necessary, for testing their suitability to the post applied for like ability to read and write, grasping power, proficiency in the subject and special qualifications etc. besides interviewing the candidates by the undersigned orally.

11. Candidates shall be disqualified for appointment if he/she,himself/ herself or through relations or friends or any others has canvasses or endeavored to enlist for his/her candidature, extraneous support from Official or non-official source for appointment to the post notifies as per rule 12 (2) (d) of the A.P. State and Subordinate Service Rules, 1996.

12. The candidate shall be disqualified if he/she has been dismissed from a State or Central Government undertaking or local or other authorities or if he or she has been convicted by a court of law for an offence involving moral turpitude, as per Rule 12 (4) (d) of A.P. State and Subordinate Service Rules, 1996.

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

14. 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.

15. No person, who has been convicted by a Court of Law for an offence involving moral turpitude shall be eligible for appointment.

16. No T.A. and D.A. will be paid to the candidates who appear for the examination.

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

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

19. 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.

20. The candidate is to be of sound health, active habits and free from bodily defects of infirmity, otherwise making her unfit for the service.

21. The applications received after the last date will not be accepted.

22. The undersigned reserves right to cancel this Notification at any time without assigning any reasons.

23. **No information will be sent to the unsuccessful candidates. The list of qualifying candidates will be uploaded on the e-courts website of District Court, Rajamahendravaram.**

24. The vacancies are subject to the out come of the Writ Petitions No.38445 of 2022, WP 36801/2022, WP 37081/2022, WP 106002/2023, W.P.N0.31684/2023, W.P.N0.9500/2023, W.P.N0.9572/2023, W.P.N0.9576/2023, W.P.N0.6248/2023, W.P.N0.5777/2023, W.P.N0.8931/2023, W.P.N0.11177/2023, W.P.N0.14454/2024, W.P.N0.36153/2022, W.P.N0.33739/2022, W.P.N0.36959/2022, W.P.N0.21100/2023, W.P.N0.27647/2022, W.P.N0.18167/2023, W.P.N0.38169/2022.

25. The applications are to be submitted along with the Hall Tickets in duplicate duly filled in by the candidate by affixing the recent passport size photograph duly attested by the Gazetted Officer.

Station : Rajamahendravaram
Date : 12.01.2026.

Dis. No. 210
12/01/2026.

12.01.26

CHAIRMAN,
District Legal Services Authority
East Godavari, Rajahmundry.

12/01

To

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

2. All the Chairmen, Mandal Legal Services Committees in the East Godavari District.

3. The District Collectors of East Godavari, Kakinada, Dr.B.R.A.Konaseema and A.S.R.Districts with a request to cause display of the same in the Notice Board and to circulate to all the departments under your control.

4. The District Employment Officers of East Godavari, Kakinada Kakinada, Dr.B.R.A.Konaseema and A.S.R.Districts with a request to cause display of the same in the Notice Board.

5. The Administrative Officer, District Court, East Godavari District, Rajamahendravaram to cause affix of the same on the Notice Board.

6. The District Public Relations Officer, East Godavari District for cause necessary publicity.

7. The Notice Board of District Legal Services Authority, East Godavari District, Rajamahendravaram.

8. The Incharge System Officer, Prl District Court, Rajamahendravaram with a direction to upload the above Notification in ecourts Website.

Copy submitted to:
The Member Secretary, A.P. State Legal Services Authority, Amaravathi for favour of information.

APPLICATION FORM

APPLICATION FOR THE POST OF FRONT OFFICE CO-ORDINTOR

AFFIX RECENT PASSPORT SIZE PHOTO (Attested by Gazetted Officer)

1. Name of the applicant (in Block letters) :

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

3. Date of Birth and Age as on 01.01.2026 :

4. Educational Qualifications :

5. Technical Qualifications :

6. Nationality & Religion :

7. Caste OC/BC/SC/ST/PH in case of reservation (Mention Sub-Caste) :

8. Address for Communication :

9. Permanent Address :

10. Email Id and Contact Number :

11. Employment Exchange Registration No. & Date. If any :

12. Local Status :

13. Marital Status :

14. Previous experience, if any :

DECLARATION

I _____ hereby solemnly declare that the particulars furnished above are true to the best of my knowledge and belief and any untrue averment will disqualify me from holding any appointment in the Department.

Station:
Date:

SIGNATURE OF THE APPLICANT

LIST OF ENCLOSURES/DOCUMENTS ATTESTED BY GAZETTED OFFICER

1.	Certificate of Graduation issued by any recognized university in India.	YES	NO
2.	Certificate of Technical Qualification in M.S. Office / Libre Office and Web browsing.	YES	NO
3.	Certificate of date of birth issued by competent authority.	YES	NO
4.	Certificate of Nativity and Residence issued by competent authority.	YES	NO
5.	Community Certificate in case of BCS, SCS and STS and the certificate shall show specifically the classification of the group.	YES	NO
6.	Discharge certificate for Ex-Servicemen.	YES	NO
7.	Latest attested copy of disability certificate "showing the percentage of disability" has to be submitted by PBD candidates, obtained from Medical Board.	YES	NO
8.	Any other relevant certificates.	YES	NO
9.	One recent passport size photograph duly attested by any Gazetted Officer to be affixed in the space provided in the application form.	YES	NO
10.	Two recent pass port size photographs to be affixed to the Hall ticket sheet.	YES	NO
11.	A duly stamped self-addressed envelope cover.	YES	NO
12.	Demand Draft	YES	NO

Station:
Date .

Signature of the Applicant

ORIGINAL

DISTRICT LEGAL SERVICES AUTHORITY: DISTRICT COURT COMPLEX, EAST GODAVARI DISTRICT, RAJAMAHENDRAVARAM

HALL TICKET (ORIGINAL) FOR WRITTEN EXAMINATION
TO THE POST OF FRONT OFFICE COORDINATOR
(To be filled by the Candidate)

Hall Ticket No. _____

3. Name of the Candidate: _____

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

3.Date & Time of Examination: _____

4.Place of Examination :

5. Present Address of the candidate:

AFFIX RECENT PASSPORT SIZE PHOTO ATTESTED BY GAZETTED OFFICER

_____
Signature of the Candidate

Signature of the Secretary,
DLSA, EG.DIST, RJY.

DUPLICATE

DISTRICT LEGAL SERVICES AUTHORITY: DISTRICT COURT COMPLEX, EAST GODAVARI DISTRICT, RAJAMAHENDRAVARAM

HALL TICKET (ORIGINAL) FOR WRITTEN EXAMINATION
TO THE POST OF FRONT OFFICE COORDINATOR
(To be filled by the Candidate)

Hall Ticket No. _____

1.Name of the Candidate: _____

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

3.Date & Time of Examination: _____

4.Place of Examination :

5. Present Address of the candidate:

AFFIX RECENT PASSPORT SIZE PHOTO ATTESTED BY GAZETTED OFFICER

_____
Signature of the Candidate

Signature of the Secretary,
DLSA, EG.DIST,RJY.