



DISTRICT LEGAL SERVICES AUTHORITY,
VIZIANAGARAM.
Nyaya Seva Sadan, District Court complex,
Vizianagaram. Ph.255767 (0)



NOTIFICATION NO.01/2022 DT; 05-03-2022

In view of the letter No.49/2018/NALSA/CA, dt.13-08-2019 of the Hon'ble National Legal Services Authority and Letters in Roc.No.447/APSLSA/2020 dt.13-02-2020, Roc.No.447-E1/APSLSA/2021 dt.30-03-2021, Roc.No.2694/APSLSA/Estt./2022 dt.21-02-2022 of the Hon'ble A.P. State Legal Services Authority, applications are invited in the standard format from the eligible candidates of Vizianagaram District for filling up of ONE post of FRONT OFFICE COORDINATOR to the Front Office of the District Legal Services Authority, Vizianagaram on CONTRACTUAL BASIS initially for a period of one year from the date of joining at the rate of Rs.15,000/- consolidated remuneration per month with the following qualifications.

Name of the Post	No. of Posts	Age	Qualifications	Consolidated Pay
Front Office Coordinator	01 (open competition) on contract basis initially for a period of one year from the date of joining	Must have completed 18 years and must not have completed/crossed 42 years of age as on 01-09-2022 as per G.O.Ms.No. 52, GA (Ser.A) Dept., dt.17-6-2020. The upper age relaxation is 05 years for SCs, STs and BCs. The upper age relaxation is 10 years for PHs, OHs, Ex-Service men.	Must be a Citizen of India. Must be a graduate or possess Bachelor Degree from any recognized University in India. Must possess DCA certificate course in Computers with proficiency in MS Office, Internet, e-mail, Word, Excel, Power Point, DTP (English & Telugu) etc., Must possess good sound health, active habits and free from any bodily defects or infirmities. Must possess good conduct, character and antecedents. Must possess Employment Registration Card. Type writing and shorthand in English and Telugu are preferable.	Rs. 15,000/- (Rupees Fifteen Thousand only) consolidated remuneration per month as per G.O.Ms.No.151, Fin. (HR-I Plg. & Policy) Dept., dt.08-06-2016

WORK PROFILE OF THE JOB :

- Documentation with regard to legal aid helpline, advice rendered to legal aid seekers, duty rosters, updating of legal aid cases.
- Handling correspondence.

- Managing consultations between a legal aid seeker and assigned panel advocate.
- Informing legal aid seekers about the status of their application, court cases ;
- Ensuring and maintaining seamless flow of information between legal services clinics and Front Offices.

PLACE OF WORK :

Front Office, District Legal Services Authority, Nyaya Seva Sadan Building, Court Complex, Vizianagaram.

METHOD OF APPOINTMENT/SELECTION PROCEDURE :

- Written Test, Skill Test and Oral Test/Interview will be conducted depending upon the applications received.
- No TA and DA will be paid for the journey performed in connection with the written test/examination, skill test and the interview.

LAST DATE FOR APPLICATIONS :

All the interested candidates should send their application in the prescribed proforma only through registered post or by courier service addressed to the Chairperson/Chairman, District Legal Services Authority, Nyaya Seva Sadan Building, District Court Complex, Vizianagaram. The completely filled applications along with enclosures must reach the District Legal Services Authority, Nyaya Seva Sadan, Court Complex, Vizianagaram by 5-00 P.M., on or before 24-03-2022.

DOCUMENTS TO BE ENCLOSED TO THE APPLICATION

(only attested copies need be enclosed)

1. Certificates of academic and technical qualifications such as marks lists, pass certificates, provisional certificate, DCA certificate course in Computers with proficiency in MS Office, Internet, e-mail, Word, Excel, Power Point, DTP (English & Telugu) etc.,
2. Certificate evidencing date of birth.
3. Latest Community certificate of candidates issued by the competent authority (for those claiming reservation and age relaxation).
4. Employment registration card.(with up to date renewals)
5. A self addressed long envelop duly stamped postage of Rs.40/- for Registered Post with acknowledgment due.
6. Certificates in respect of Local/ Non-local candidature in terms of presidential Orders,1975.
7. Three recent passport size colour photographs of the applicant duly attested by a Gazetted Officer:
 - i) One to be affixed on the application.
 - ii) One to be affixed on the Original Hall Ticket.
 - iii) One to be affixed on Duplicate Hall Ticket.

GENERAL INSTRUCTIONS:

- Applications are to be submitted only in the format prescribed duly filled in and the applications received in any other format will summarily be rejected.
- The Applications received without proper attestation, insufficient information, insufficient enclosures and after due date will summarily be rejected.
- The Chairman/Chairperson, District Legal services Authority, Vizianagaram reserves right to short list the number of applications ; withhold or cancel appointment in any vacancy/vacancies in pursuance of this notification, before appointment ; cancel the notification without assigning any reason thereof ; right to fix the cut off marks secured in the written test to call the candidates for interview ; fix the minimum marks secured in the interview for selection of the candidates etc.,
- This office is not responsible for any postal delay, delay caused by any other service like courier or delay in delivery, etc. and no correspondence will be entertained in any respect.
- Candidates resorting to bring influence of any kind will be disqualified summarily.
- After examination, short list of candidates depending upon the merit list @ 1:10 will be called for interview or at the discretion of the Chairperson, District Legal Services Authority, Vizianagaram.

Sd/-xxx
SECRETARY,
DLSA.,VZM.

Sd/-xxx
CHAIRPERSON,
DISTRICT LEGAL SERVICES AUTHORITY,
-CUM-PRINCIPAL DISTRICT JUDGE,
VIZIANAGARAM

//t.c.f.b.o.//

U. Anand
SECRETARY,

DISTRICT LEGAL SERVICES AUTHORITY,

En. Sanku VIZIANAGARAM.

To,

1. The Member Secretary, A.P. State Legal Services Authority, Amaravathi for favour of information.
2. The Principal District Judge, Vizianagaram with a request to direct the concerned to affix the same in the office notice board for display.
3. The Collector & District Magistrate, Vizianagaram with a request to direct the concerned to affix the same in the office notice board for display.
4. The Superintendent of Police, Vizianagaram with a request to direct the concerned to affix the same in the office notice board for display.
5. The District Employment Officer, Vizianagaram with a request to direct the concerned to affix the same in the office notice board for display.
6. The District Public Relations Officer, Vizianagaram (with a request to publisize the notification on the notice board attached to his office as well as the information centers located at various places in the District and to released the gist of notification as a "Press Release" to both print and electronic media for wide publicity).
7. The Notice Board of Nyaya Seva Sadan Building, District Court Complex, Vizianagaram.
8. The Legal Reporters, Eenadu, Vaartha, Saskhi, Andhra Jyothi, Andhra Prabha, Andhra Bhumi, Prajasakthi, The Hindhu, The Times of India and Deccan Chronicle.
9. Spare.....

DISTRICT LEGAL SERVICES AUTHORITY: VIZIANAGARAM
NOTIFICATION NO:01/2022,Dt. 05 /03/2022:

APPLICATION FOR THE POST OF : FRONT OFFICE COORDINATOR

Affix Recent
Passport size
Photograph (do
not staple or
pin) Duly
attested by
Gazetted Officer

01. Name of the Applicant :
(in capital Letters)
02. Father's /Husband's Name :
03. Date of Birth and Age :
as on 01.09.2022.
04. Permanent Address :
05. Address for communication :
06. Whether belongs to :
OC/BC-A,B,C,D&E/SC/ST/PH/PH(VH)
07. Male/Female :
08. Whether belongs to physically :
Handicapped category (specify
nature of handicap and enclose
copy of certificate)
09. Whether Ex-Service man, if so, :
Furnish details and enclose copies
of relevant certificates

10. QUALIFICATIONS:

Examination Passed	Name of the School/Board/University	Month and Year of Passing	Division of Marks	Percentage of Marks
SSC				
Intermediate/ Equivalent				
Degree BA/ /B.Com/B.Sc				
Post Graduate MA/ /M.Com/M.Sc				
Type Writing English & Telugu Higher/Lower				
Short Hand English & Telugu Higher/Lower				
Computer qualifications if any				

11. Whether Local / Non Local :
12. Employment Regd. No. With date and place of Registration :
13. Previous experience if any rendered in Government Service/Private Service :
14. Involved in any Criminal Cases(if yes ; Give details thereof) :
15. Any other relevant information :
16. Contact Phone No/Whatsapp No. :

I solemnly declare that the above information submitted by me is true to the best of my knowledge. If any information submitted by me is found to be false at any stage, action may be taken against me and my candidature may be forfeited.

STATION :
DATE :

SIGNATURE OF THE APPLICANT

Check List :

Whether the following copies of documents enclosed to the application

- | | |
|--|--------|
| 1. Date of Birth Certificate as per S.S.C or its equivalent exam | Yes/No |
| 2. S.S.C. Marks list | Yes/No |
| 3. Intermediate Marks list | Yes/No |
| 4. Degree Provisional Certificate | Yes/No |
| 5. Degree Marks list | Yes/No |
| 6. Technical Certificates (Shorthand/Type writing/Computers etc.,) | Yes/No |
| 7. Study Certificates (IV class to SSC) | Yes/No |
| 8. Caste Certificate (issued by concerned authorities) | Yes/No |
| 9. Handicap certificate | Yes/No |
| 10. Employment certificate is in force | Yes/No |
| 11. Residence certificate in Appendix I or II | Yes/No |
| 12. Three pass port size photographs duly attested and pasted | Yes/No |
| 13. Self addressed and stamped Registered postal cover with ack.due. | Yes/No |

SIGNATURE OF THE APPLICANT

DUPLICATE

GOVERNMENT OF ANDHRA PRADESH
DISTRICT LEGAL SERVICES AUTHORITY : VIZIANAGARAM

HALL TICKET NO.

SERIAL.NO.

WRITTEN EXAMINATION FOR THE POST OF FRONT OFFICE COORDINATOR IN NOTIFICATION
NO.01/2022

(to be filled in by the candidate except columns 3 and 4)

1. Name of the Candidate :
(Capital letters)

2. Father's/Husband's Name :

3. Date & Time of Examination :

4. Examination Centre :

5. Identification marks : a)
b)

Paste here recent
Passport size
Photograph
(do not staple or
Pin) attested by
the Gazetted
Officer

Signature of the Candidate
(to be signed before and attested
by the Gazetted officer)

Signature of the Officer-in-charge

(signature, Name & Designation of
the Gazetted officer with official seal)

ORIGINAL

GOVERNMENT OF ANDHRA PRADESH
DISTRICT LEGAL SERVICES AUTHORITY : VIZIANAGARAM

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(do not staple or
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the Gazetted
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(to be signed before and attested
by the Gazetted officer)

Signature of the Officer-in-charge

(signature, Name & Designation of
the Gazetted officer with official seal)

INSTRUCTIONS TO THE CANDIDATE

1. The candidate should present at the examination centre one hour before commencement of the examination.
2. The candidate shall not be admitted to the examination hall after the commencement of the examination and should not leave the hall till the expiry of the full time.
3. The candidate should bring his/her hall ticket, blue/black ball point pen, pencil, eraser, writing pad etc., to the examination hall.
4. The candidate is strictly prohibited from bringing pagers, calculators, mobile phones, other electronic gadgets etc., into the examination hall.
5. The candidate should write his/her hall ticket number and put the signature in the Question/Answer sheet at appropriate places.
6. The candidate is prohibited from communicating, consulting or conversing with other candidates in the examination hall.
7. The candidate should not adopt agitations, tactics in the examination hall such as raising of slogans against to go out of the examination hall and should not disturb other candidates from writing the examination and should not bring any kind of influence at the examination centre.
8. No T.A and D.A will be paid to any candidate appearing for exam.
9. Candidate shall sign the Attendance Sheet in the examination hall.
10. Question paper/booklet will be provided by this Authority.

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