

**NOTIFICATION NO. 04/2023**

Sub : NOTIFICATIONS - Notification for recruitment to One Post of Steno-cum-Typist on Contract Basis in PLAPUS, Vizianagaram Issued.

Read : 1. G.O.Ms.No.138, LAW (L A & J-Home Courts. B) Dept., dt.21-09-2022.

2. Proceedings Order Roc.No.17-E1/APSLSA/2023/Estt., Dt.24-02-2023 of the Hon'ble A.P. State Legal Services Authority, Amaravathi.

3. Proceedings Order Roc.No.17-E1/APSLSA/2023/Estt., dt.24-02-2023 of the Hon'ble A.P. State Legal Services Authority, Amaravathi.

4. Letter Roc.No. 91/APSLSA/LSW/22, dt.27-02-2023. of the Hon'ble A.P. State Legal Services Authority.

5. Note file Order dt.21-03-2023 of the Principal District Judge-cum-Chairman, DLSA., Vizianagaram.

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Applications are invited in a closed cover for the post of Steno-cum-Typist on Contract basis initially for a period of one year from the date of joining in Permanent Lok Adalat for Public Utility Services (PLAPUS), Vizianagaram carrying Remuneration - Rs.25,220/- (Rupees Twenty Five Thousand Two Hundred and Twenty only) per month. The last date for submission of applications is **15-04-2023 by 05-00 PM.**

S.No.	Name of the Post	No. of Posts	Roster point and Vacancy
01	Steno-cum-Typist on Contract basis	01	OPEN COMPETITION

**I. EDUCATIONAL QUALIFICATIONS :**

The applicant must possess Graduation from a recognized University in India and has passed the Government Technical Examination in Shorthand and Typewriting by Higher Grade in English and if such persons are not available, passing Government Technical Examination in Shorthand and Typewriting by Lower Grade in English will be considered, as per Rule 6 (2) (f) A.P. State Legal Service Authority Service Rules, 1999. The applicants who possess technical qualifications like Computers etc., will be given preference.

**II. AGE LIMIT :**

The applicant must have completed 18 years and must not have completed 42 years as on 01-09-2023 as per G.O. Ms.No.101, General Administration (SER.A) Dept., 30-09-2022 r/w. A.P. State Legal Services Authority Service Rules, 1999.

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 in respect of physically disabled persons.

Provided that the upper age limit of 42 years is relaxable for Ex-Servicemen as per A.P. State and Subordinate Service Rules, 1996 r/w. A.P. Last Grade Service Rules, 1992.

III.METHOD OF RECRUITMENT :

1. A Written Examination and Skill Test will be conducted depending upon the number of applications received and as per the directions of the Committee, constituted for selection and appointment of staff for Permanent Lok Adalat for Public Utility Services (PLAPUS) at Vizianagaram,
2. An Interview will be conducted to the candidates who qualified in the written examination and skill test as per the directions of the Committee, constituted for the said purpose.
3. The decision of the Committee, constituted for selection and appointment of staff for Permanent Lok Adalat for Public Utility Services (PLAPUS) at Vizianagaram, shall be final with regard to the said recruitment process.
4. Merely attending and securing minimum qualifying marks will not vest any applicant with a right to be considered for the selection.
5. No person shall be eligible for appointment unless he/she satisfies the following conditions :
  - i) That he/she is of sound health, active habits and free from any bodily defects or infirmities rendering him/her unfit for the appointment.
  - ii) That his/her character is such as to qualify him/her for such service.
  - iii) He/she must be citizen of India.

V. APPLICATION FEE :


---NIL---

VI.GENERAL INSTRUCTIONS :

1. The applicants shall indicate their local/non local status in the application.
2. Merely applying for a post will not give any right to any person to be considered for appointment.
3. A person in a bigamous marriage shall not eligible for appointment.
4. 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.
5. No person, who has been dismissed from a State or Central Government service or from the service of undertaking of Central or State Government or local or other Authorities shall be eligible for appointment.
6. No person, who has been convicted by a Court of Law for an offence involving moral turpitude, shall be eligible for appointment.
7. No TA and DA will be paid to the candidates who appear for Written Test, Skill Test and Interview.
8. Candidates resorting to or bringing any influence of any kind will be summarily disqualified and they are liable for prosecution as per Law.
9. The particulars furnished by the applicant in the application form will be taken as final. Candidates should, therefore, be very careful in filling the application.

10. Correspondence will not be entertained by this Authority under any circumstances. Incomplete/incorrect application will summarily be rejected at any stage.
11. 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 summarily be rejected. In addition, the candidate will also be liable for appropriate action/prosecution as per Law.
12. No information will be sent to the unsuccessful candidates after announcement of list of qualifying candidates in the Written Test, Skill Test and Interview.
13. The applications with incomplete data, without photographs, without required enclosures, without self addressed cover with postal stamps, without signature in the application form will summarily be rejected.
14. The applications received after due date will summarily be rejected.
15. The candidate shall submit valid proof of photo identity at the time of Written Test and Interview.
16. The candidates shall attend the venue one hour before the Written Test, Skill Test and interview for verification of original certificates.
17. The candidates shall submit attested copies of required documents/certificates along with application on or before the due date.
18. The decision of the Committee, constituted for the said purpose, is final in case of ambiguity arises.
19. The individuals shall bring their own machines for skill test.
20. The filled applications along with required enclosures in the prescribed format shall submit in the office of the District Legal Services Authority, Court Complex, Vizianagaram during office hours in a closed cover addressed to the Principal District Judge-cum-Chairman, District Legal Services Authority, Court Complex, Vizianagaram through off line mode.

Encl : Application format and Call letter.

B. H. V.   
SECRETARY,  
DLSA., VZM.

  
PRINCIPAL DISTRICT JUDGE-CUM-CHAIRMAN,  
DISTRICT LEGAL SERVICES AUTHORITY,  
VIZIANAGARAM.

To,

1. The Managing/Executive Director, APCOS, 2<sup>nd</sup> floor, APSRTC Administrative Block, P.N. Bus Station, Vijayawada, Andhra Pradesh.
2. The Collector & District Magistrate, Vizianagaram District.
3. The Collector & District Magistrate, Parvathipuram Manyam District.
4. The Joint Collector, Vizianagaram District.
5. The Joint Collector, Parvathipuram Manyam District.
6. The Chairman, PLAPUS, Vizianagaram.
7. The District Employment Officer, Vizianagaram District.
8. The District Employment Officer, Parvathipuram Manyam District.
9. The District Public Relations Officer, Vizianagaram District.
10. The District Public Relations Officer, Parvathipuram Manyam District.
11. The System Officer, Principal District Court, Vizianagaram with a request to upload the same in the District Judicial Website.

Dis NO. 337, Dt- 21/3/23

APPLICATION FOR THE POST OF STENO-CUM-TYPIST ON CONTRACT  
BASIS IN PLAPUS, VIZIANAGARAM IN THE CATEGORY OF OPEN  
COMPETITION

Affix recent passport  
Size colour photograph

1. Name of the Candidate :  
(in Block letters)
2. Father's / Husband's name :
3. Date of Birth :
4. Age as on 01-09-2023 in years :
5. Category : OPEN CATEGORY
6. Community / Caste :
7. Social Status (Married/ Unmarried) :
8. Local / Native District :
9. Aadhar Number :
10. Educational Qualifications :
11. Technical Qualifications :
12. Permanent Address :
13. Address for communication :
14. Other particulars if any :

PLACE :  
DATE :

SIGNATURE OF THE CANDIDATE

**HALL TICKET/CALL LETTER FOR THE POST OF STENO-TYPIST ON CONTRACT BASIS IN PLAPUS, VIZIANAGARAM IN THE CATEGORY OF OPEN COMPETITION**

**ROLL NUMBER : FOR OFFICE USE ONLY**

Affix recent passport  
Size colour photograph

**(S.No's 1 to 4 to be filled by candidate)**

1.	Name of the Candidate (in Block letters)	
2.	Father's / Husband's name	
3.	Date of Birth & Age as on 01-09-2023 in years	
4.	Aadhar Number	
5.	Category	OPEN COMPETITION
6.	Date & Time of Exam (to be filled by office)	
7.	Venue of Exam (to be filled by office)	

SIGNATURE OF THE OFFICER WITH SEAL

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