

DISTRICT LEGAL SERVICES AUTHORITY, KRISHNA, MACHILIPATNAM.

NOTIFICATION NO. 01 /2021, DATED 09.04.2021.

Applications are invited from the eligible candidates with the following qualifications in the prescribed proforma for filling up of one post of "Front Office Co-ordinator" in the District Legal Services Authority, Krishna, Machilipatnam on Contract basis initially for a period of one year from the date of joining on the consolidated remuneration of Rs.15,000/- per month.

Name of the Post	No. of Posts	Age	Qualification
Front Office Co-ordinator	1 Open competition	Must have completed 18 years and must not have crossed 42 years as on <u>1.9.2021</u> and The upper age relaxation is 5 years for SCs, STs and BCs and the upper age relaxation is 10 years for PHs, OHs, Ex-Service men.	Any graduation of a recognized university together with DCA/PGDCA Certificate having proficiency in MS Office, Internet, (English & Telugu) etc. and Type writing in English are preferable.

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 attached to the District Legal Services Authority, District Court Complex, Krishna, Machilipatnam.

SELECTION PROCEDURE:

Written test / skill test on computer 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 / skill test and interview.

LAST DATE FOR APPLICATION:

All the interested candidates should send their application in the prescribed proforma only through registered post or by courier service addressed to the

Chairman, District Legal Services Authority, Krishna District, Nyaya Seva Sadan Building, District Court Complex, Machilipatnam, Pin Code 521 001. The completely filled applications must reach the District Legal Services Authority, Nyaya Seva Sadan, Court Complex, Machilipatnam by 5.00 P.M. on or before 24.04.2021 along with the enclosures.

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, testimonials and other certificates to prove their professional skills, if any.
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 worth Rs.35/- for registered Post with acknowledgement 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 the 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, District Legal Services Authority, Krishna, Machilipatnam reserves right to short list the number of applications, withhold or cancel the notification without assigning any reason thereof; right to fix the cut off marks secured in the Written Test/Skill Test on computer to call for 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 aspect.

(P.T.O.)

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

Handwritten signature
Chairman-cum-Principal District Judge,
District Legal Services Authority,
Krishna, Machilipatnam.

To

1. The Member Secretary, A.P.State Legal Services Authority, Amaravathi-for favour of information.
2. The Principal District Judge, Krishna, Machilipatnam with are quest to direct the concerned to affix the same in the office notice board for display.
3. The Collector & District Magistrate, Krishna, Machilipatnam with a request to direct the concerned to affix the same in the office notice board for display.
4. The District Employment Officer, Vijayawada with a request to direct the concerned to affix the same in the office notice board for display.
5. The System Officer, Principal District Court, Krishna, Machilipatnam-with a direction to place the same in the official website of Krishna District Court,
6. The District Public Relations Officer, Krishna, Machilipatnam-with a request to publicize 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 release 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, Machilipatnam.
8. The Legal Reporters, Eenadu, Vaartha, Sakshi, Andhra Jyothi, Andhra Prabha, Andhra Bhoomi, Prajasakthi, The Hindu, The Times of India and Deccan Chronicle.
9. Spare..

Dis.No. 552, dated 9.4.2021.

DISTRICT LEGAL SERVICES AUTHORITY, KRISHNA, MACHILIPATNAM.

NOTIFICATION No. 01 /2021, dated 09.04.2021.

**APPLICATION FOR THE POST OF "FRONT OFFICE
CO-ORDINATOR".**

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 01.09.2021.	::	
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 disability 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				
Graduation: B.A/B.Com/B.Sc./B.Tech, B.L., etc.				
Post Graduation: M.A./M.Com./M.Sc./ M.Tech/M.C.A./M.L., etc.				
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./Email ID	::	

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 cancelled.

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 Certificate (Shorthand/Type Writing/Computers etc.)
Yes/No.
7. Study Certificate (IV Class to SSC)
Yes/No
8. Caste Certificate (issued by concerned authorities)
Yes/No
9. Certificate of Disability if any.
Yes/No
10. Employment certificate is in force
Yes/No
11. Residence Certificate in Appendix I or II
Yes/No
12. Three passport size photographs duly attested and pasted.
Yes/No.
13. Self addressed and stamped Registered postal cover worth Rs.35/- with
ack.due.
Yes/No
14. Proof in case of Ex-Service Man
Yes / No

SIGNATURE OF THE APPLICANT.

DUPLICATE

DISTRICT LEGAL SERVICES AUTHORITY, KRISHNA, MACHILIPATNAM.

WRITTEN EXAMINATION / SKILL TEST FOR THE POST OF
"FRONT OFFICE CO-ORDINATOR" IN PURSUANCE OF
NOTIFICATION NO. 01 /2021.

Paste here
recent
passport size
photograph
(do not
staple or pin)
attested by
the gazetted
officer

HALL TICKET NO.

(columns 1 to 3 shall be filledup by the candidate)

1.	Name of the Candidate (capital Letters)	
2.	Father's/Husband's Name	
3.	Identification marks	a)
		b)

To be filled by the DLSA, Krishna

1.	Date & Time of Examination	
2.	Examination Centre.	

Signature of the Candidate

SIGNATURE OF THE OFFICER-IN-CHARGE

ORIGINAL

DISTRICT LEGAL SERVICES AUTHORITY, KRISHNA, MACHILIPATNAM.

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Signature of the Candidate

SIGNATURE OF THE OFFICER-IN-CHARGE

INSTRUCTIONS TO THE CANDIDATE

1. The candidate should present at the examination centre one hour before commencement of the examination/skill test.
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 examination/skill test is completed.
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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