

DISTRICT LEGAL SERVICES AUTHORITY, WEST GODAVARI, ELURU,
DATED:12-01-2026

NOTIFICATION NO.02/2026

Applications are invited from the eligible candidates in the prescribed format enclosed herewith for recruitment to the post of **“Front Office Coordinator”** at District Legal Services Authority, West Godavari, Eluru, as per the orders of Hon'ble A.P. State Legal Services Authority in its letter Roc. No. 02-E1/APSLSA/Estt/2026, Dt:09.01.2026. The recruitment will be made as per A.P. State Legal Services Authority Service Rules, 1999 as amended. Keeping in view Rule 4 (d) and Rule 6 (3) of SLSA Service Rules, the Hon'ble Executive Chairman, A.P. State Legal Services Authority, Amaravathi is pleased to order for Direct Recruitment of the newly sanctioned post of **Front Office Coordinator** through a Written test and Oral interview (VIVA VOCE).

The filled in applications should be addressed to “the **Chairperson-cum- Principal District Judge, District Legal Services Authority, Nyaya Seva Sadan, District Court Buildings, West Godavari, Eluru**”, together with a D.D of Rs.800/- (Rupees Eight Hundred only) for Open Competition/EWS/BC category and Rs. 400/- (Rupees Four Hundred only) for SC/ST/ Persons with Benchmark Disabilities category drawn from any Nationalized bank in favour of the “**Chairperson-cum- Principal District Judge, District Legal Services Authority, West Godavari, Eluru**” payable at Eluru by Registered Post only, duly super scribing the name of the post applied for as “**APPLICATION FOR THE POST OF FRONT OFFICE COORDINATOR**” so as to reach the addressee.

Last date for receipt of applications: 27.01.2026 up to 5.00 P.M.

Particulars of the posts notified:

Name of the post	Roster	Number of vacancies	Scale of pay
Front Office Coordinator	O.C	01	25220 – 80910 as per RPS- 2022

Educational Qualifications:

1. Applicants must have passed Bachelor's Degree of any University in India established or incorporated by or under a Central Act, State Act or Provisional Act or an Institution recognized by the university Grants commission or any equivalent qualification.
2. They must have Basic Knowledge in Computers.

Age limit:

A candidate must have completed the age of 18 years and must not have completed 42 years of age as on 1.1.2026 as per Andhra Pradesh State and Subordinate Service Rules, 1996 and G.O. Ms. No. 132 General Administration (SER.A) Department, dated 15.10.2018.

Relaxation of Age:

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 person 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.

METHOD OF RECRUITMENT

1. The written examination will be of standard, which will be consistent with the educational qualification prescribed for the post i.e., Graduation. The question paper of the written examination shall be objective type with multiple choice for 75 marks and Oral interview (VIVA VOCE) for 25 marks.
2. The written examination will be conducted for 75 marks (General English, General Aptitude and Basic Knowledge in Computers)
3. The Oral interview will be conducted for 25 marks (VIVA VOCE)

(Date of examination will be specified in the Hall ticket).

Pension Scheme:

The employees appointed after 1.9.2004 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.

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

1. Certificates of Academic qualifications, Marks list of the Qualifying examination viz. Graduation or equivalent examination, Technical qualification and Other certificates to prove their proficiency and skills, if any.
2. Certificate showing the Date of Birth.
3. Community certificate obtained from Tahsildar that he / she belongs to BC, SC & ST categories. (for claiming reservation and age relaxation).
4. 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.
Residential/ nativity certificate from M.R.O. for a period of not less than 4 years preceding the date of qualifying examination.
5. Employment Registration Card which is in force.
6. A self addressed postal envelope with postage of Rs.45/- local candidates and Rs. 75/- for non-local candidates for Speed post and acknowledgement due.
7. **Three recent pass-port size colour photographs of the applicant duly attested by a gazetted officer,**
 - a) One should be affixed on the right top corner of the application.
 - b) One to be affixed on the Original hall ticket.
 - c) One to be affixed on the Duplicate hall ticket.
8. In case of physically handicapped, a certificate should be enclosed to that effect.


General Instructions:

1. Incomplete applications or applications without the required attested copies of documents as mentioned above, will be summarily rejected.
2. The applications received in any other format will be summarily rejected.
3. 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.
4. The vacancies are subject to the outcome of the Writ Petitions No. 38445 of 2022, W.P. 36801/2022, W.P. No. 37081/2022, W.P. No. 10602/2023, W.P. No. 31684/2023, W.P. No. 9500/2023, W.P. No. 9572/2023, W.P. No. 9576/2023, W.P. No. 6248/2023, W.P. No. 5777 /2023, W.P. No. 8931/2023. W.P. No. 11177/2023, W.P. No. 14454/2024, W.P. No. 36153/2022, W.P. No. 33739/2022, W.P. No. 36959/2022, W.P. No. 21100/2023, W.P. No. 27647/2022, W.P. No. 18167/2023 and W.P. No. 38169/2022.
5. 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.
6. 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.
7. After short-listing, the candidates are liable to be subjected to such written tests as may be 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.
8. Candidates shall be disqualified for appointment if he/she herself or through relations or friends or any others canvass^{es} or endeavors to enlist for his/her candidature, extraneous support from Official or non-official source for appointment to the post notified as per rule 12 (2) (d) of the A.P. State and Subordinate Service Rules, 1996.

9. 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.
10. No T.A. and D.A. will be paid to the candidates to attend the examination and interview.
- 11. The applications received after the last date will not be accepted.**
12. The Chairperson-cum- Prl. District Judge, District Legal Services Authority, W.G., Eluru, reserves right to increase or decrease the number of vacancies after issuance of this notification, if necessary and to withhold or cancel appointment in any vacancy/vacancies in pursuance of this notification, before appointment. The appointing Authority also reserves the right to cancel the notification without assigning any reason thereof.
13. The Candidates who have applied for the post shall enclose a Demand Draft for Rs.800/- (Rupees Eight Hundred only) for Open Competition/EWS/BC category and Rs. 400/- (Rupees Four Hundred only) for SC/ST/ Persons with Benchmark Disabilities category
14. The Candidates are instructed that the D.D. No. & Name of the Bank with date should be noted in the application form.
15. The candidates are further instructed to note their Name in full with pencil on the reverse side of the Demand Draft in a corner for information.

Dis. No: 105
Date 12/11/2026

Station : Eluru
Date : 12.01.2026


Chairperson-cum- Prl. District Judge,
District Legal Services Authority,
West Godavari, Eluru.
12/12/26

To

1. The Principal District Judge, West Godavari, Eluru- with a request to instruct the concerned to affix the notification in the notice board of the District Court, West Godavari, Eluru.
2. All the District Judge-cum-Chairmen, District Legal Services Authorities in the state- with a request to cause display on the respective notice boards.
3. The District Collector, West Godavari, Eluru - with a request to cause display on the respective notice boards.
4. The District Employment Officer, District Employment Exchange, West Godavari, Eluru, (with a request to affix the notification on the notice board).
5. All the Chairmen, Mandal Legal Services Committees in the West Godavari District (with a request to instruct the concerned to affix the notification on the notice board).

6. The District Public Relations Officer, I & PR Department, West Godavari, Eluru, with a request to cause display of the notification on the notice board attached to his office as well as the information centres located at various places in the District. He is also requested to release the gist of the notification as a "Press Release" to both print and electronic media.
7. The Joint Director, Social Welfare Department, West Godavari, Eluru, with a request to cause display of the notification on the notice boards of all educational institutions/hostels being run and managed under their control so that members belonging to STs and BCs would respond in appropriate measure to the employment notification.
8. The District B.C. Welfare Officer, West Godavari, Eluru, with a request to cause display of the notification on the notice boards of all educational institutions/hostels being run and managed under their control so that members belonging to STs and BCs would respond in appropriate measures to the employment notification.
9. The District Tribal Welfare Officer (Scheduled Tribes) West Godavari, Eluru, with a request to cause display of the notification on the notice boards of all educational institutions/hostels run and managed under their control so that members belonging to STs would respond in appropriate measures to the employment notification.
10. The Project Officer, I.T.D.A., Kannapuram, Kotaramachandrapuram (M), W.G. District- with a request to cause display of the notification on their respective notice boards.
11. The Secretary, Zilla Grandhalaya Samstha, West Godavari, Eluru, with a request to communicate the notification to all the branches being run by Grandhalaya Samstha in the District and affix the notification on their office notice boards.
12. The Legal Reporters, Eenadu, Vaartha, Andhrajyothi, Andhraprabha, Andhrabhoomi, Praja Shakthi and Saakshi – with a request to release the gist of the notification as a Press release.
13. Spare.

Copy to:

The Hon'ble Member Secretary,
A.P. State Legal Services Authority,
Hyderabad – for favour of information.

APPLICATION FOR THE POST OF **FRONT OFFICE COORDINATOR** AT
DISTRICT LEGAL SERVICES AUTHORITY, WEST GODAVARI, ELURU.

- 1) Name of the applicant :
(IN CAPITAL LETTERS)
- 2) Father's/Husband's Name :
- 3) Date of Birth and Age :
(as per SSC certificate)
- 4) Male / Female :
- 5) Whether fee paid : Yes / No
If paid particulars

Affix a latest
Passport size
photo
attested by
the Gazetted
Officer

Demand Draft No. :

Date :

Name of the Bank :

Place of the Branch :

6. Address for correspondence :
(with contact phone number)

7. Permanent address :

8. Whether belonging to
(OC / BC/ ST/SC/EWS) :

9. Educational Qualifications:

Examination passed	Name of the Board/University/ School	Month &Year of passing	Division and percent of marks	
			Division	% of marks
SSC				

Intermediate				
Graduation				
Other higher qualifications if any				
Technical Qualifications if any (Type writing / Computers / Shorthand etc.,)				

10. Village, Mandal and District :
which the applicant belongs
and particulars of residence
for the last 5 years.

11. Local/Non-local :

12. Employment Regd. No. and date :

13. Previous experience if any :

14. Involved in any Criminal Cases
(if yes, give details thereof) :

15. Any other relevant information :

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

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 examination | Yes/No |
| 2. S.S.C. Marks list | Yes/No |
| 3. Intermediate Marks list | Yes/No |
| 4. Graduation Marks list | Yes/No |
| 5. Marks lists of other qualifications if any | Yes/No |
| 6. Technical Qualification Certificates | Yes/No |
| 7. Study certificates | |
| (IV class to S.S.C., Intermediate, Graduation and other if any) | Yes/No |
| 8. Caste Certificate (issued by concerned Authorities) | Yes/No |
| 9. Employment certificate is in force | Yes/No |
| 10. Nativity Certificate/ Residence certificate | Yes/No |
| 11. The Hall Tickets (filled up) in original and duplicate | Yes/No |
| 12. Three pass port size photographs. | Yes/No |
| 13. Self addressed and stamped Speed Post Cover. | Yes/No |
| 14. D.D. | Yes/No |

ORIGINAL

DISTRICT LEGAL SERVICES AUTHORITY, W.G., ELURU.

HALL TICKET NUMBER

WRITTEN EXAMINATION FOR TO THE POST OF FRONT OFFICE COORDINATOR

(To be filled in by the candidate except columns 3 & 4)

1. Name of the Candidate :

2. Father's / Husband's Name :

3.. Date & Time of Examination :

4. Examination Centre :

Paste here your
recent
Passport size
photograph
attested by the
Gazetted Officer
(Do not staple or
pin)

Identification marks (to be filled by the candidate)

(1)

(2)

Signature of the Candidate

**Signature of the Chairperson-
cum- Prl. District Judge,
D.L.S.A, W.G, Eluru.**

DUPLICATE

DISTRICT LEGAL SERVICES AUTHORITY, W.G., ELURU.

HALL TICKET NUMBER

WRITTEN EXAMINATION FOR TO THE POST OF FRONT OFFICE COORDINATOR

(To be filled in by the candidate except columns 3 & 4)

1. Name of the Candidate :

2. Father's / Husband's Name :

3. Date & Time of Examination :

4. Examination Centre :

Paste here your
recent
Passport size
photograph
attested by the
Gazetted Officer
(Do not staple or
pin)

Identification marks (to be filled by the candidate)

(1)

(2)

Signature of the Candidate

**Signature of the Chairperson-
cum- Prl. District Judge,
D.L.S.A, W.G, Eluru.**