सूचना
का अधिकार

NATIONAL LEGAL SERVICES AUTHORITY

राष्ट्रीय विधिक सेवा प्राधिकरण

B-Block, Ground Floor, Additional Building Complex, Supreme Court of India, New Delhi–110001
बी-ब्लाक, भू-तल, एडिशनल बिल्डिंग काम्प्लेक्स, सुप्रीम कोर्ट ऑफ़ इंडिया, नई दिल्ली-110001

Email-nalsa-dla@nic.in
Website-www.nalsa.gov.i

F.No. A/01/2016-NALSA (Part-II)
Dated: June 14, 2024

NOTICE

Reference is invited to this Authority's Vacancy Circular No. A/1/2016-NALSA (Part-II) dated 08/05/2024 uploaded on the website of this Authority with regard to inviting the applications from eligible Officers/Officials to filling up the following vacancies in NALSA on deputation basis:

Sr. No.	Name of Post	Pay Level in pay matrix under 7th C.P.C	No. of Posts
1.	Under Secretary	Level-11 in the Pay Matix (₹ 67,700-₹ 2,08,700)	One (01)
2.	Section Officer	Lvel-8 in the Pay Matrix (₹ 47,600-₹ 1,51,100)	One (01)
3.	Assistant Librarian	Level-4 in the Pay Matrix (₹ 25,500-₹ 81,100)	One (01)

2. **The last date for receipt of application for the above posts is hereby extended upto 10/07/2024 (Wednesday).**

3. The other terms and conditions shall remain unchanged. Those candidates who are eligible and applied earlier through proper channel in response to Vacancy Circular No. A/1/2016-NALSA (Part-II) dated 08/05/2024 need not to apply again.

RKyadav
14/6/2024

(Rajeev Kumar Yadav)
Under Secretary/H.O.O

No. A/1/2016-NALSA (Part-II)
Government of India
Department of Justice
National Legal Services Authority

Ground Floor, B-Block
Additional Building Complex
Supreme Court of India, New Delhi-110001
Ph. No. 23382778
E-mail- nalsa-dla@nic.in

May 08, 2024

VACANCY CIRCULAR

Applications are invited for filling up the following existing vacancies on deputation basis in National Legal Services Authority, a Statutory Apex Body constituted under the Legal Services Authorities Act, 1987:

S. No.	Name of the post	No. of posts	Pay Level in pay matrix under 7th C.P.C	Eligibility Criteria
1.	Under Secretary	One	Level-11 in the Pay Matrix (₹ 67,700-₹ 2,08,700)	Officers under Central Government/State Governments/Union Territory Administration/Autonomous Bodies/Statutory Organizations etc.: i. holding analogous posts on regular basis in the parent cadre or department; or ii. with five years' service on regular basis in Level-10 of the pay matrix of 7th C.P.C; or iii. with seven years' service on regular basis in Level-9 of the pay matrix or equivalent in the parent cadre or department; or iv. with eight years' service on regular basis in Level-8 of the pay matrix or equivalent in the parent cadre or department; or **Possessing the following Educational Qualifications and experience, namely;** i. Degree in Law from recognized University or equivalent, and ii. Five years' experience in the field of Law/Administration/Policy Making etc.
2.	Section Officer	One	Level-8 in the Pay Matrix (₹ 47,600-₹ 1,51,100)	Officials under Central Government/State Governments/Union Territory Administration/Autonomous Bodies/Statutory Organizations etc.: i. holding analogous post on regular basis in the parent cadre/department; or ii. Assistant Section Officer/Assistant with two years of regular service in Level-7 of Pay Matrix or equivalent; or

				iii. with six years of regular service in Level-6 of Pay Matrix or equivalent. **Desirable qualification/experience:** i. Degree in Law from recognized University or equivalent and experience in Legal Aid/Administration & Establishment.
3.	Assistant Librarian	One	Level-4 in the Pay Matrix (₹ 25,500-₹ 81,100)	Officials under Central Government/State Governments/Union Territory Administration/Autonomous Bodies/Statutory Organizations etc.: i. holding analogous post on regular basis in the parent cadre/department; or ii. with 08 years of regular service in post in Level-2 or with 05 years of regular service in Pay Level-3 of the Pay Matrix of 7th C.P.C or equivalent and iii. having Typing Speed 35 words per minute in English. iv. having Knowledge of Computer Applications. v. Possessing Bachelor's Degree in Library Science or Library and Information Science of a recognized University or institute with two years professional experience in a Library under Central or State government or autonomous statutory organization or public sector undertaking.

Note :- *(i)The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government/State Government shall ordinarily not to exceed 5 years and will be subject to the age of superannuation as determined by Government of India. The upper age limit for deputation shall not be exceeding 56 years as on the closing date of the receipt of application.*

(ii) Fresh candidates, retired officers or persons serving in private sector/organizations should not apply for these posts, their applications will not be considered.

The applications in the prescribed form **(Annexure-A)** of the suitable candidates who satisfy the requirements and whose services can be spared immediately may kindly be forwarded along with the attested copies of ACRs for the last five years and Vigilance Clearance so as to reach the undersigned on or before last date of receipt of the application i.e. **June 10, 2024 (Monday)**. Applications received after the stipulated date will not be entertained.

The appointment shall be made initially for a period of two year (extendable subject to satisfactory performance) on usual deputation terms and conditions, Govt. orders issued time to time. The post will carry pay and allowances as per the current rates in terms of the 7th Central Pay Commission as notified by the Central Government from time to time.

(RAJEEV KUMAR YADAV)
UNDER SECRETARY

Annexure-A

APPLICATION FORM FOR APPOINTMENT IN NATIONAL LEGAL SERVICES AUTHORITY ON DEPUTATION BASIS.

Paste a recent passport size photo of the candidate

Name of Post applied for.....

1.	Name and Address (In Block Letters)	
2.	Date of Birth (in Christian era)	
3.	i. Date of entry to service ii. Date of Retirement under central/state Government Rules	
4.	Educational Qualifications	
5.	Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	
	Qualifications/Experience required as mentioned in the vacancy circular	Qualification/Experience possessed by the officer/official
	Essential;	**Essential;**
	(a) Qualification:	(a) Qualification:
	(b) Experience:	(b) Experience:
	Desirable;	**Desirable;**
	(a) Qualification:	(a) Qualification:
	(b) Experience:	(b) Experience:
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post	

7. Details of employment in chronological order. **Enclose separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution with address	Post held on regular basis	From	To	Pay Matrix Level/Pay Band and Grade Pay of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

Important: Pay Band and grade pay granted under ACP/MACP are personal to the officer and therefore should not be mentioned. Only pay band and grade pay/pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present pay bands and grade pay where such benefits have been drawn by the candidate may be indicated as below.

Office/Institution	Pay Matrix Level/Pay Band and Grade Pay drawn under ACP/MACP scheme	From	To

8.	Nature of present employment i.e Adhoc or Temporary or Permanent	

9.	In case the present employment is held on deputation/contract basis, please state		
(a) The date of initial appointment	(b) Period of appointment on deputation/contract	(c) Name of the present office/organisation to which applicant belongs	(d) Name of the post and pay of the post held in substantive

9.1	Notes: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department alongwith cadre clearance, vigilance clearance and integrity certificate.	
10.	If any post held on deputation in the post by the applicant date of return from the last deputation and other details	
11.	Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Organization e) Universities f) Others	
12.	Please state whether you are working in the same department and one in the feeder grade or feeder to feeder grade.	
13.	Are you in revised scale of pay if yes, give the date from which the revision rank place and also indicate the pre-revised scale	
14.	Total emoluments per month now drawn	

Basis pay in Pay band/Pay Matrix	Pay Matrix Level/Grade Pay & applicable rate of DA	Total Emoluments

15.	In case the applicant belongs to an organization which does not belong to Central Government pay scales, the latest salary slips issued by the organization showing the following details may be enclosed.		
	Basic pay in Pay Band/Pay Matrix	Pay Matrix Level/Grade Pay	Total Emoluments

16.	An additional information, if any relevant to the post you applied for the support of our suitability for the post (This among other things may provide information with regard to (i) Additional academic qualification (ii) work experience over and above prescribed. In this Vacancy Circular (Note: Enclose a separate sheet, if the space is insufficient)	

16.1	The candidates are requested to include information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with professional bodies/institutions (iv) Patents registered in own name or achieved for the organization (v) Any research innovative measure involving official regularization (vi) Any other information Note: enclose a separate sheet if the space is insufficient.	
17.	Whether belongs to SC/ST/OBC	
18.	Complete postal Address and contact details i.e Telephone/Fax Number & e-mail address of the present employer:	Postal Address: Telephone & Fax No.: Email address:

I have carefully gone through the vacancy circular and I am well aware that information furnished in the curriculum duly supported by the documents in response of essential qualification/work experience submitted by me will also be assessed by the selection committee at the time of selection for the post. The information/details provided by me are correct and true to the based of my knowledge and no material fact having a hearing on my selection has been suppressed/withheld.

(Signature of candidate)

Address_____

Email ID_____

Contact/Mobile No _____

Date_____

Certification by the Employee/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualification and experience mentioned in the vacancy circular. If selected he/she will be relieved immediately.

Also certified that:

i.) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms. ____

ii.) His/her Integrity is certified.

iii.) His/her APAR dossier in original/photocopies of APAR for the last five years duly attested by an officer of the rank of Under Secretary of the government of Idia or above are enclosed.

iv.) No major/minor penalty has been imposed on him/her during the last ten years or a list of major/minor penalty imposed on him/her during the last ten year enclosed (as the case may be)

Counter signed

(Employer/Cadre Controller Authority with seal)