



DELHI STATE LEGAL SERVICES AUTHORITY

(constituted under the 'Legal Services Authorities Act, 1987', an Act of Parliament)

Under the Administrative Control of High Court of Delhi
Central Office, 3rd Floor, Rouse Avenue District Court Complex,
Pt. Deen Dayal Upadhyaya Marg, New Delhi-110002

Email : estabwing-dslsa@nic.in Website : www.dslsa.org



Ref.: 679/DSLSA/Estt./LADCS/2025/5259

Dated : 05/05/2025

Portal/web-link for submission of online applications shall be opened on
13th May, 2025 at 10:00 A.M. to 20th May, 2025 by 05.00 PM.

Advertisement

Delhi State Legal Services Authority invites applications from all the eligible Citizens of India including those **who have previously served with Delhi District Courts on regular basis or those who have worked with DSLSA either on regular or contractual basis** to engage on the following ministerial positions, **purely on contract basis for a period of two years with a stipulation of extension on yearly basis** for providing assistance under Modified Legal Aid Defense Counsel Scheme-2022 of National Legal Services Authority:

S.N.	Designation	No. of Positions	Qualification	Remuneration (Per Month)
1	Office Assistant	13	Graduate	Rs. 24,356/-
2	Receptionist-cum-Data Entry Operator (DEO)	05	Graduate	Rs. 24,356/-
3	Office Peon / MTS (Multi-tasking staff)	14	Matriculation	Rs. 22,411/-

Note:- 1. No other allowance/monetary benefit will be paid except mentioned above to the aforesaid officials engaged on contractual basis.

Terms & Conditions for engagement are as follows:

1. The candidate has to apply only through online mode from the web-link given on the official website of this Authority i.e. <https://dslsa.org>. w.e.f. **13th May, 2025 by 10:00 A.M. to 20th May, 2025 by 05.00 PM**
2. No application through e-mail or speed post or any other mode shall be considered for this drive.
3. Online application(s) if any received after the due date and time shall not be entertained.

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4. For any clarification, candidate may send email at "lae-dslsa@gov.in". No telephonic query shall be entertained in this regard
5. **Age:** The Candidate shall not be below the age of 18 years & not exceeding 27 years on the last date of receipt of application. However, relaxation in age shall be given to the reserved category candidates as per rules.

Further, candidates who have previously served with Delhi District Courts on regular basis or those who have worked with DSLSA either on regular or contractual basis for at least three years, shall be required to specifically opt the relevant option given in online form in order to avail the age relaxation, subject to maximum age limit of 65 years.

6. Qualifications :

i. Qualification for Office Assistant :

- Educational Qualification : Graduation
- Basic word processing skills and the ability to operate computer and skills to feed data.
- Good Typing speed with proper setting of petition,
- Ability to take dictation and prepare files for presentation in the Courts,
- File maintenance and processing knowledge.

ii. Qualification for Receptionist-cum-Data Entry Operator:

- Educational Qualification : Graduation
- Excellent verbal and written communication skills
- Work and data processing abilities
- Ability to work telecommunication systems (telephones, fax machines, switchboards etc.)
- Proficiency with good typing speed

iii. Office Peon (MTS):

- 10th Passed
- Have good knowledge/experience of work profile as mentioned in model recruitment rules of GoI/GNCT of Delhi for a Multi Tasking Staff.

7. Upon scrutiny of documents, if candidate is found fit/meets the minimum qualifying criteria adopted/mentioned above viz. qualification, age, knowledge of work etc., he/she shall be called for skill test or interview as the Selection Committee may decide.
8. Verification of documents from the issuing Authority shall be in due course.

9. If any document is found false/forged or fabricated either in preliminary stage of scrutiny or at any later stage even after engagement, the candidate shall be liable for immediate termination of contract as well as other legal consequences as per *law of loci*.
10. No TA/DA will be paid to the candidates/incumbents for appearing in the Skill test, interview or for joining the duties as the case may be.
11. The final result of the successful candidates will be announced after necessary approval of the Competent Authority. The same will be uploaded on the official website of this Authority on www.dslsa.org.
12. The candidate finally selected for a particular position shall join this Authority within the period mentioned/uploaded on the website failing which next incumbent shall be considered for engagement.
13. Selection of the candidate shall be purely on contractual basis, which is likely to be extended as per requirement, performance/work and conduct report of the candidate. The engagement will not confer any right upon the candidate to claim for the regular appointment against any post/cadre in this Authority.
14. The candidates who have earlier worked with Delhi District Courts or DSLSA shall be given preference.
15. The candidate has to abide by terms and conditions of service and code of ethics, CCS rules as well as Rules & Regulation of this Authority as amended from time to time.
16. The selected candidates will be allowed to avail a total number of 12 days leave in a year, subject to a maximum of three days leave in a month. In the event of the number of leave exceeding per year or per month permissible limit, pro rata deductions will be made from their monthly remuneration. Un-availed leave(s) shall neither be carried forwarded to the next extended period of contract nor en-cashed.
17. The selected candidate can be posted at any office of the Chief Legal Aid Defense Counsel, District Legal Services Authority/office(s) of DSLSA within the NCT of Delhi.
18. Delhi State Legal Services Authority reserves rights to increase or decrease the number of vacancies and/or withdraw the offer so made through this advertisement, vary the last date and time of inviting applications, skill test or interview as the case may be; addition or deletion of any of the terms and conditions of this particular drive at any point of time without assigning any reasons.

19. Applicants are advised to check the website of this Authority at <https://dslsa.org> regularly for updates. No separate intimation shall be sent for interview or joining etc.
20. If a candidate is willing to apply for more than one category of positions, separate application must be uploaded.
21. The specimen/proforma of application is as under.

**Title: Application for the position of Office Assistant/Receptionist-cum-DEO/
Office Peon (MTS)**

- A. Position applied for:
- B. Name of the Candidate :
- C. Father's/Husband's Name :
- D. Date of Birth:-
- E. Age as on 20.05.2025
- F. Citizenship:
- G. Caste/Category : UR/EWS/SC/ST/OBC/Others:'
- H. Are you seeking age relaxation ? if yes, under which category:
- I. Sex: M/F/Transgender
- J. Date of Retirement: In case if applicant is retired employee of Delhi District Courts or Delhi State Legal Services Authority.
- K. Whether already working/worked with DSLSA through outsource agency/ on contract: Please specify the name of post and tenure.
- L. Educational Qualification:
- M. Professional/Technical Qualification:
- N. Address : (a) Present:
- (b) Permanent:
- O. E-mail ID:
- P. Phone/Mobile No.:
- Q. Declaration: I hereby declare that above information furnished by me is correct and if anything is found to be incorrect, my candidature may be treated as cancelled.

--Sd--
(MEMBER SECRETARY)
DELHI STATE LEGAL SERVICES AUTHORITY