



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 Upadhaya Marg, New Delhi-110002

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



Ref.No. 679/DLSA/Estt./Legal Aid DCS/2025/9253

Dated: 07/08/2025

PUBLIC NOTICE

In reference to the Advertisement no. 679/DLSA/Estt./LADCS/2025/5259 dated 05.05.2025, followed by the Public Notice No. 679/DLSA/Estt./Legal Aid DCS/2025 /7922 Dated 12.07.2025, the schedule for verification of documents for the post Office Assistant, Receptionist-cum-Data Entry Operator and Office Peon (MTS) {as the case may be} under LADC Scheme of NALSA, is as under;

Sr. No	Name of Post	Candidates called for verification of documents	Date and Time for verification of documents
1	Office Assistant	From Sr. no. 01 to 75	12.08.2025 at 10:30 AM to 12:30 PM
		From Sr. no. 76-150	13.08.2025 at 10:30 AM to 12:30 PM
		From Sr. no. 151-225	14.08.2025 at 10:30 AM to 12:30 PM
		From Sr. no. 226-300	18.08.2025 at 10:30 AM to 12:30 PM
		From Sr. no. 301-375	19.08.2025 at 10:30 AM to 12:30 PM
		From Sr. no. 376-454	20.08.2025 at 10:30 AM to 12:30 PM
2	Receptionist - cum-Data Entry Operator	From Sr. no. 01-75	22.08.2025 at 10:30 AM to 12:30 PM
		From Sr. no. 76-150	23.08.2025 at 10:30 AM to 12:30 PM
3	Office Peon (MTS)	From Sr. no. 01 to 75	12.08.2025 at 10:30 AM to 12:30 PM
		From Sr. no. 76-150	13.08.2025 at 10:30 AM to 12:30 PM
		From Sr. no. 151-225	14.08.2025 at 10:30 AM to 12:30 PM
		From Sr. no. 226-300	18.08.2025 at 10:30 AM to 12:30 PM
		From Sr. no. 301-375	19.08.2025 at 10:30 AM to 12:30 PM
		From Sr. no. 376-450	20.08.2025 at 10:30 AM to 12:30 PM
		From Sr. no. 451-529	22.08.2025 at 10:30 AM to 12:30 PM

In view of the schedule mentioned above, the concerned candidates whose names appeared in the list of eligible candidates for the posts of Office Assistant, Receptionist-cum-Data Entry Operator and Office Peon (MTS) {as applicable} as published via. Public Notice dated 12.07.2025 are hereby advised to regularly check their respective email IDs & appear in person for verification of the documents on the given schedule as mentioned above at **Central Office, Delhi State Legal Services Authority, 3rd Floor, Rouse Avenue District Courts Complex, Pandit Deen Dayal Upadhaya Marg, New Delhi – 110002.**

In case, any of the candidates do not receive the communication from this Authority due to technical issue or incorrect email ID or non available of adequate space in his/her email ID, **he/she is still required to appear on the scheduled date, time & venue as mentioned above, as per his/her name in the list of eligible candidates**, failing which, neither further opportunity nor further communication shall be given/entertained in this regard.

However, the following documents in Original as well as one set of photocopy shall be required at the time of verification;

1. Mark Sheet/Certificate of Class 10th for all categories of candidates.
2. 12th & Graduation Certificate / Mark sheet/Degree, in case of Office Assistant, Receptionist-cum-Data Entry Operator)
3. Caste/Category (Non Creamy Layers (NCL) Certificate in case of OBC) /Disability Certificate with Unique Disability ID (UDID)/EWS Certificate (If any).
4. Experience/Technical Certificate (If any).
5. Proof of Retirement/Working (In case of retired/working employee from Delhi District Courts/ DSLSA).
6. Any of Two ID proofs i.e. Aadhar Card/PAN/ Driving License/Indian Passport, issued by Govt.
7. Two colour passport size photograph.

The candidate concerned must note that No TA/DA. shall be paid for appearing in person for verifications of documents.

Note: *After verification/scrutiny of documents, only the eligible/shortlisted candidate shall be called for interview in due course. The candidates are advised to check their email IDs & website of this Authority (www.dslsa.org,) from time to time for further notification.*

--Sd--
(Tanvi Khurana)
Special Secretary, DSLSA

Copy to:

1. The Senior Programmer, DSLSA is hereby directed to upload the aforesaid Public Notice on the official website of this Authority for information to the all concerned.

--Sd--
Special Secretary, DSLSA