



# 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, Patiala House Courts Complex, New Delhi - 110001

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Ref No. 17/DSLSA/Estt./Depu/2019/ 3927 - 929

Date: 22 April, 2019

To

1. The Chief Secretary  
Govt of NCT of Delhi  
Delhi Secretariat, I.P.Estate, New Delhi
2. The Registrar General  
High Court of Delhi, New Delhi
3. The Ld District & Sessions Judge (HQ)  
Tis Hazari Court, Delhi

**Subject:** Vacancy circular for inviting application for post of Sr. Personal Assistants on deputation basis in Delhi State Legal Services Authority

Sir,

May I bring to your kind consideration in continuation of this Authority letter No.. 17/DSLSA/Estt./Depu/2019/2446-48 dated 11.03.2019, that the last date for submission of applications for the post of Sr. Personal Assistant has been extended till **20.05.2019** while rest of the conditions shall remain same. This Authority intends to fill up the **03** vacant posts of Sr. Personal Assistants on deputation basis amongst the eligible officials of the Hon'ble High Court of Delhi, Office of Delhi District Courts & Govt. of NCT of Delhi. The initial period of such appointment shall be for a period one year which is likely to be extended as per the requirement and deputation rules.

As per the Recruitment Rules of this Authority, the candidate must fulfill the following eligibility criteria:

S. No.	Name of post	Pay Scales as per DSLSA RR 2010	Pay as per Pay Matrix of 7 <sup>th</sup> CPC*	Qualification/Eligibility as per RRs
1	Sr. Personal Assistant	Rs 6500-200-10500 (Category "B")	At Level 8 – 47600-151100	vi) Holding analogues post on regular basis in the parent cadre / department; or vii) With three year's service in the grade rendered after appointment thereto, on a regular basis in the pay scale of Rs. 5500-9000/- or equivalent in

				<p>the parent cadre / department; or</p> <p>viii) With thirteen years service in the grade rendered after appointment thereto, on a regular basis in the pay scale of Rs. 4000-6000/- or equivalent in the parent cadre / department;</p> <p>ix) Should not exceed 56 years as on last date of the receipt of the application.</p> <p>x) Possessing the essential educational qualifications :-</p> <p>(c) Graduate from a recognized University or equivalent.</p> <p>(d) Shorthand test in English @ 110 w.p.m. and Transcription @ 45 w.p.m. on computer.</p>
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\* The pay scales mentioned above in column 3 are as per the Recruitment Rules of DSLSA notified in the year 2010. However, this Authority has adopted the recommendations of 7th CPC as such the corresponding pay in the pay matrix as per 7th CPC are indicated in column 4.

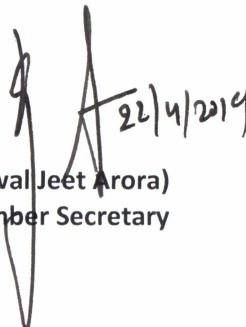
In view of the above, may I therefore request that the vacancy of the aforesaid posts may be circulated amongst the officials fulfilling the above mentioned eligibility conditions. A copy of the same may also be affixed at conspicuous place and be uploaded on the official website of your Department.

The Bio-data (as per the proforma attached) of willing officials along with photocopies of the ACRs of the last 5 years and Vigilance Clearance mentioning there in about memos / warnings or disciplinary proceedings, if any, held against the candidates may kindly be forwarded to this Authority latest by **20.05.2019**.

The Vacancy Circular is also available on the Website of this Authority.

With regards,

Encl. As above

  
 (Kanwal Jeet Arora)  
 Member Secretary

**Bio-data for the post of Sr. Personal Assistant (on deputation basis) in DSLSA**

(Please tick post applied for)  
(to be filled in by the applicant only)

Affix self  
attested  
passport size  
photograph

13. Name: .....
14. Father's / Husband's Name: .....
15. Present Address: .....
16. Permanent Address: .....
17. Date of Birth (DD/MM/YYYY): .....
18. Contact No.: .....Mob.No:.....
19. E-mail id :.....
20. Date of initial appointment along with designation: .....

S. No.	Name of Department / present employer	Designation	Pay Scale along with grade pay	Service rendered in respective pay scale	
				from	to

21. Disciplinary action / criminal case, contemplated or pending, if any, provide details:

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22. Nature of work dealt with:

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23. Educational Qualification:

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24. Any other Special qualification / achievements:

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Date:

(Signature of the applicant)