



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

• Ph. : 23384781, Fax : 23387267, Email : dlsa-phc@nic.in

www.dlsa.org 24x7 Toll free Helpline No.: 1516



Last date for submission of applications: **05.02.2020**

Advertisement

Delhi State Legal Services Authority intends to appoint LDC cum Front Office Coordinators on **purely contractual** basis for District Legal Services Authorities, Delhi / New Delhi and Delhi High Court Legal Services Committee.

Number of Vacancies : 13

Post : Lower Division Clerk cum Front Office Coordinator

Emoluments /Pay : Rs. 19,900 as per Pay Matrix Level-2 of 7th CPC+ DA as applicable at the time of appointment.

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

Terms & Conditions for engagement are as follow:

1. **Age:** The Candidate shall not be below 18 years & not exceed 27 years on the last date of receipt of application.
2. **Essential Educational Qualification :** 10+2 passed or equivalent from any Recognized State/Central Board of Education or above.

Desirable Educational Qualification : Graduate from a recognised University or equivalent.

3. Upon scrutiny of Documents if candidate is found fit/meet the minimum criteria adopted/mentioned above viz. qualification, experience etc. he/she shall be called for interview.
4. The Candidates who qualify the aforesaid interview will have to appear for passing the English typing test with minimum speed of 30 words per minute on computer.
5. No TA/DA will be paid to the candidates/incumbents for appearing interview and in the typing test.

6. 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.dlsa.org.
7. The candidate finally selected for the post shall join this Authority within three days on receipt of the offer letter/intimation uploaded on the website failing which the next incumbent shall be considered for appointment.
8. The selection of the candidate shall be purely on contractual basis, initially for three months which is likely to be continued as per requirement, performance and conduct of the candidate. The appointment will not give any right to the candidate to claim for or against the regular appointment against any post/cadre in this Authority.
9. The selected candidates will be allowed to avail a total number of 12 days paid 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/ wages.
10. This Authority reserves the rights to terminate the services of the selected /appointed candidates in this particular drive at any point of time without assigning any reason.
11. Eligible candidates may submit their applications to this Authority by post/by hand **on or before 05.02.2020, 5 p.m..**

Addressed to:

Member Secretary,
Delhi State Legal Services Authority,
Central Office, Patiala House Courts Complex, New Delhi - 110001

12. The applications received after the due date shall not be entertained.

(Kanwal Jeet Arora)
Member Secretary