

ADVERTISEMENT NO. : PMDA/ADMIN/ 593

DATED : 18/03/2026

1. Applications are invited for filling up the temporary post of Legal Assistant in Panchkula Metropolitan Development Authority.
2. **No. of Posts. : 02 (Two)**
3. **Qualification:**
 - (i) L.L.B. from a recognized University.
 - (ii) Experience in Legal drafting.
 - (iii) Speed of 30 words per minute in English typing or speed of 25 words per minutes in Hindi typing.
 - (iv) Functional Knowledge of common word processing, spreadsheet software applications.
 - (v) Knowledge of Hindi/Sanskrit upto Matric standard.
4. **Age:** Should be not more than 42 years on the date of submission of application.
5. **Total Marks: 100.**
 - (i) The weightage given for previous experience as Legal assistant shall be as under:-
 - (a) Shall not exceed fifteen marks of the total marks for selection i.e. three marks per year.
 - (b) 85 marks are earmarked on the basis of competitive examination.
6. **Remuneration.**

A lump-sum amount of Rs. 55,640/- shall be paid per month with no other allowance and there shall be no annual increment.
7. **Last date for submission of application.**

The last date for receipt of the applications physically in Administrative office of PMDA, Panchkula or through e-mail i.e. supdt.estt.pmda@gmail.com is 25.03.2026 by 05.00 PM.


Superintendent (Admin.)
for Chief Executive Officer
Panchkula Metropolitan Development Authority,
Panchkula