

H.P. STATE LEGAL SERVICES AUTHORITY, SHIMLA- 171009

Dated

Shimla-9

13th May, 2026

Advertisement Notice No.	:	No.112/LSA/Estt./Part-XVI/2025/
Website/portal for online applications	:	https://himachalpradesh.nalsa.gov.in
Opening date of online Application	:	14.05.2026
Closing date of online Application & Fee	:	13.06.2026 at 11:59 PM

“ADVERTISEMENT NOTICE”

The Himachal Pradesh State Legal Services Authority invites **online applications** on the above-mentioned portal from eligible and desirous candidates for **engagement/hiring** as **Driver-cum-Office Assistant** in **11 District Legal Services Authorities in the State** out of the NALSA Grant, as per the eligibility criteria prescribed hereunder:

S. No.	Particular	Vacancies	Fixed Remuneration	Essential Educational Qualification/ Eligibility Criteria/ Experience, etc.
1.	Driver-cum-Office Assistant	11 (Eleven) (one for each District Legal Services Authority in the State)	₹ 20,000/- p.m. per driver (Out of NALSA Grant)	<ul style="list-style-type: none">• The candidate must be a Graduate from a recognized University.• The candidate must possess a valid Driving Licence for Light Motor Vehicles (LMV) and have a minimum driving experience of three (3) years.• The proficiency (driving) test and verification of documents of the candidates shall be conducted after qualifying the screening test for the post.• Preference shall be given to candidates possessing good mechanical knowledge of automobiles.

IMPORTANT INSTRUCTION(S):

1. The candidates must ensure their eligibility in respect of essential qualification(s), age and experience, etc.
2. The candidates are required to upload copies of essential qualification, matriculation certificate as age proof, any higher educational qualification, experience certificate (wherever required) to avoid rejection of their candidature.
3. The candidates for engagement/hiring as Driver-cum-Office Assistant must be Indian National and also possess requisite educational qualification and other qualifications as prescribed as **on the date of submission of online application**.
4. The engagement of 11 Driver-cum-Office Assistants shall be for operating Multi-Utility Vehicles (Scorpio N Z8S) in the 11 District Legal Services Authorities in Himachal Pradesh.

5. The engagement of Driver-cum-Office Assistant is purely necessity and requirement based, and the continuation of such engagement shall remain subject to the availability of requirement. The incumbent shall have no right or claim for regularization to the post of Driver-cum-Office Assistant. The duties of the Driver-cum-Office Assistant shall not be confined to office hours only, and the incumbent may be required to perform duties beyond normal working hours, including on holidays, as and when required in the interest of official work.
6. The requirement is for a Driver-cum-Office Assistant, who shall, in addition to driving duties, also perform official duties as assigned from time to time. The incumbent shall be required to perform ministerial as well as Class-IV duties, apart from driving duties.
7. The examination fee for the candidates applying online against advertised hiring services is as follows:

S.N.	Category(ies)	Exam Fee (Per application)
(a)	Unreserved (UR)	₹ 450/-
(b)	Reserved Categories of H.P. (i.e., SC, ST, OBC, EWS)	₹ 300/-

The fee shall have to be paid **ONLY** through **ONLINE MODE** and the fee once paid shall not be refunded to the candidate, in any case.

8. No person shall be eligible for engagement/hiring if he/she is below 18 years of age or above 45 years of age as on 01.01.2026.
9. Applications shall be accepted **ONLY IN ONLINE MODE**. Desirous candidates may apply through the web portal or the relevant link provided on the official website of the Himachal Pradesh State Legal Services Authority before the last date prescribed for submission of applications. Applications received through any other mode shall not be accepted and shall be deemed to have been rejected outrightly.
10. Eligible candidates shall be informed **ONLY** through **SMS alerts and e-mails** (as registered/disclosed at the time of submitting the online application) regarding the schedule of screening tests, etc. No separate communication/call letter shall be sent through any other mode. Therefore, candidates are advised to provide their functional mobile number and e-mail ID in the online application form and ensure that the same remain active till completion of the selection process to avoid any inconvenience. No other mode of communication shall be used except the mobile number(s) and e-mail ID(s) furnished by the candidates.
11. Experience, if any, shall be considered only if the same is in the prescribed/proper format, duly mentioned/uploaded in the online application form and produced in original at the time of Evaluation/Document Verification (DV).
12. Candidates must note that their admission to the screening test(s) shall be strictly provisional and based on the declarations made by them in their online applications. Only those documents shall be verified from the originals which were duly mentioned and uploaded at the time of submission of the online application. No new certificate(s)/document(s) shall be entertained at the time of Document(s) Verification/Evaluation, except certificates produced in continuation of expired certificates.
13. Submission of the application by a candidate shall not confer any right to appear in the test(s), unless and until the prescribed fee has been paid and the eligibility criteria are fulfilled.
14. Candidates are advised to visit the official website of this Authority regularly for updates regarding the engagement/hiring process.

15. The decision of the Himachal Pradesh State Legal Services Authority regarding eligibility, conduct of test(s), selection, etc. shall be final, and no correspondence, personal enquiries or representations of any kind shall be entertained.
16. Any request for change of date, time or venue of the test(s) shall not be entertained.
17. This Authority reserves the right to conduct the Screening Test/Driving Test at Shimla, keeping in view the number of candidates.
18. This Authority reserves the right to amend any terms and conditions of the advertisement or to rectify any inadvertent or technical error at any stage.
19. In case of any guidance/information/clarification regarding the engagement/hiring of Driver-cum-Office Assistant, candidates may contact **Telephone No. 0177-2623862** during working hours/days.
20. After successful submission of the online application form, the candidate shall be able to preview the duly submitted application. Candidates are advised to take a printout/screenshot of the filled-up application form for their record. Once submitted, the application cannot be withdrawn or modified; however, the same may be cancelled without refund of fee.
21. Before filling up the online application, candidates must have their coloured recent photograph, signature & other certificates/documents duly scanned in advance for uploading, as per following size & formats:
 - ❖ Photo of candidate: 20 to 50 KB (JPG/JPEG/PNG) on white background.
 - ❖ Sign of candidates: 10 to 20 KB (JPG/JPEG/PNG) on white background
 - ❖ Matric Certificate (as age proof): 100 to 500 KB (JPG/JPEG/PNG)
 - ❖ Other Certificates/Documents: 100 KB to 2 MB (only in PDF)
22. Candidates are required to submit their online applications along with the prescribed fee well within the stipulated time.
23. If any document(s) or certificate(s) mentioned/uploaded by the candidate at the time of applying online for engagement/hiring expire before the date of Document Verification (DV), the same shall not be considered and the benefit arising therefrom shall cease. However, if a renewed certificate(s)/document(s) issued in continuation of the earlier uploaded/mentioned certificate(s)/document(s) is produced at the time of Document Verification, the same shall be considered.
24. Candidates must upload a legible and complete set of testimonials/certificates. The same must be valid, authentic and issued by the competent authority.

By Order,

Member Secretary

Endst. No. As above

Dated

Shimla-9

13th May 2026

Copies forwarded to (THROUGH EMAIL ONLY):

1. All the Ld. Chairmen (Ld. District Judges), District Legal Services Authorities, with a request to get copies of this Advertisement Notice displayed on the websites of the respective District Courts as well as on the Notice Boards of their respective DLSA offices.
2. All the Secretaries, District Legal Services Authorities, for information and necessary action.
3. Shri Ashok Chauhan, Project State Head, CSC-SPV, for information with a request to activate the recruitment web portal login link provided on the

website of the Himachal Pradesh State Legal Services Authority till the last date fixed for applying online, after completion of all necessary updation/changes in the software module with respect to the Advertisement Notice referred to above.

4. Guard file.

Sd/-

Member Secretary