

HIMACHAL PRADESH STATE LEGAL SERVICES AUTHORITY
Block No. 22, SDA Complex, Kasumpti, Shimla-171009

NOTICE

In reference to Advertisement Notice No. 112/LSA/Estt./Part-XVI/2025 dated 13.05.2026, it is hereby informed to all applicants, who have submitted online applications for engagement as Driver-cum-Office Assistant in the 11 District Legal Services Authorities, Himachal Pradesh, that during scrutiny of the online applications and the documents uploaded therewith, the Selection Committee has noticed various discrepancies and deficiencies. Accordingly, in the interest of ensuring proper scrutiny and verification of the candidature of all applicants, a one-time opportunity to submit the requisite documents online is granted.

Accordingly, all applicants are required to submit the following documents/information **in PDF format only** on the dedicated official e-mail address i.e. mslegal.hp@gmail.com or in person/by hand in the office of **the H.P. State Legal Services Authority before 01:00 P.M. on 30.06.2026:**

1. Consolidated Graduation Mark Sheet or, where not issued, mark sheets of all years/semesters, including both front and back sides.
2. Where the Graduation Mark Sheet reflects only CGPA, a notification/certificate issued by the concerned University indicating the formula or methodology for conversion of CGPA into percentage.
3. Legible Matriculation Certificate.
4. Legible Driving Licence, including both front and back sides.

Important Instructions

1. All documents shall be legible and submitted **in PDF format only** on the official e-mail address or in person/by hand in the office of HP State Legal Services Authority.
2. Documents submitted through any other mode shall not be entertained.
3. Every applicant shall clearly mention his/her Name, Father's Name and Online Application Number in the subject line of the e-mail.
4. Failure to submit the requisite legible documents within the prescribed time i.e. **before 01:00 P.M. on 30.06.2026**, shall render the application liable to be rejected without any further notice.

By Order

Selection Committee
H.P. State Legal Services Authority
Shimla