

No. A/1/2016-NALSA/4481
Government of India
National Legal Services Authority
Department of Justice

12/11, Jam Nagar House, Shahjahan Road
New Delhi-110011
Ph. No. 23386176, Fax No. 23382121
03.11.2016

VACANCY CIRCULAR

The National Legal Services Authority, a Statutory Body constituted under an Act of Parliament, proposes to fill up the following posts on deputation basis.

S. No.	Nomenclature of the post	Pay Level in Pay Matrix under the 7 th CPC	No. of Post	Eligibility
1.	Private Secretary	Level-8 of the Pay Matrix {Pre-revised Pay Band 3 [Rs. 9300-34800/-] plus Grade Pay: Rs. 4,800/-}	1(one)	Officers having skill of stenography holding analogous post on regular basis in the parent cadre/department; or having 2 years of regular service in Level-7 under the 7 th CPC {Pre-revised Pay Band 2 [Rs. 9,300-34,800/-] plus Grade Pay: Rs. 4,600/-} or having 6 years of regular service in Level-6 under the 7 th CPC {Pre-revised Pay Band 2 [Rs. 9,300-34,800/-] plus Grade Pay: Rs. 4,200/-}.
				<u>Desirable Qualification/Experience:</u> Having degree in law from recognised university and experience in legal aid work.
2.	Assistant Section Officer	Level-7 of the Pay Matrix {Pre-revised Pay Band 2 [Rs. 9,300-34,800/-] plus Grade Pay: Rs. 4,600/-}	1 (one)	Officers holding analogous post on regular basis in the parent cadre/department; or having 10 years of regular service in the parent office as Senior Secretariat Assistant or equivalent in Level-4 under 7 th CPC {Pre-revised Pay Band 1 [Rs. 5,200-20,200/-] plus Grade Pay: Rs. 2,400/-} or 8 years in Level-5 under 7 th CPC {Pre-revised Pay Band-1 [Rs. 5,200-20,200/-] plus Grade Pay: Rs. 2800/-}

Note :-The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government/State Government shall ordinarily not to exceed 5 years and will be subject to the age of superannuation as determined by Government of India. The upper age limit for deputation shall not be exceeding 56 years as on the closing date of the receipt of application.

The applications in the prescribed form (Annexure-A) of the suitable officers who satisfy the requirements and whose services can be spared immediately may kindly be forwarded along with the attested copies of ACRs for the last five years and Vigilance Clearance so as to reach the undersigned on or before 30.11.2016. Applications received after the stipulated date will not be entertained.

The appointment shall be made initially for a period of one year on usual deputation terms and conditions. Govt. orders issued time to time and subject to Recruitment Rules to be finalized by the National Legal Services Authority. The post will carry pay and allowances as per the current rates in terms of the 7th Central Pay Commission as notified by the Central Government from time to time.

(G.B. RAVICHANDRAN)
UNDER SECRETARY

- ✓ All Ministries/Departments of the Government of India and all State Legal Services Authorities/Office of the District & Sessions Judge (HQ) Delhi.
2. Notice Board
3. Ms. Perminder Bakshi to upload on NALSA's website.
4. Mr. Neeraj, DDOPT to upload on DDOPT website.

Annexure-A

Application for the Post of Private Secretary/Assistant Section Officer in National Legal Services Authority

1. Name and Address (in Block Letters)
2. Date of Birth(in Christian Era)
3. Date of Retirement
4. Qualifications
5. Details of Employment, in chronological order:

Office/ Institution	Post Held	From	To	Pay Band with Grade Pay under 6 th CPC or Pay Level in Pay Matrix as per 7 th CPC	Nature of duties (in detail)

6. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.
7. In case the present employment is held on deputation basis, please state:-
 - (a) The date of Initial appointment.
 - (b) Period of appointment on deputation.
 - (c) Name of the parent office/organisation.
8. Additional information, if any, which you would like to mention in support of your suitability for the post.

Date

Signature of the Candidate
Address:

**Countersigned
(Employer with seal)**

Certificate to be furnished by the Employer Head of Office/Forwarding Authority

1. It is certified that there is no vigilance/disciplinary case either pending or is being contemplated against him/her.
2. His/Her integrity is certified as beyond doubt.

Signature

(Name)

Designation & Tel. No.

Place:

Dated: