

No. A/1/2016-NALSA/3516
Government of India
National Legal Services Authority
Department of Justice

12/11, Jam Nagar House, Shahjahan Road
New Delhi-110011
Ph. No. 23382778, Fax No. 23382121
E-mail- nalsa-dla@nic.in
Dated 17th February, 2021

VACANCY CIRCULAR

To,

The Ministries/Departments of Govt. of India
Central Public Service Undertakings, Statutory & Autonomous Bodies
State Legal Services Authorities.

Subject: Filling up the post of Personal Assistant, Accountant and Senior Secretariat Assistant on deputation basis in National Legal Services Authority, Delhi-reg.

Sir/Madam,

The National Legal Services Authority, a Statutory Apex Body constituted under the Legal Services Authorities Act, 1987, proposes to fill up the following posts on deputation basis.

S. No.	Name of the post	No. of posts	Pay Level in pay matrix under 7 th C.P.C	Eligibility Criteria
1.	Personal Assistant	One	Level-7 in the Pay Matrix (Rs. 44,900-1,42,400/-)	Officials:- (i) holding analogous post on regular basis in the parent cadre OR (ii) Stenographer Grade 'D' with eight years of regular service in Level-4 of Pay Matrix or above
2.	Accountant	One	Level-6 in the Pay Matrix (Rs. 35,400-1,12,400/-)	Officials:- (i) holding analogous post on regular basis in the parent cadre OR (ii) having 6 years of regular in Pay Level-5; or having 08 years of regular service as Senior Secretariat Assistant in Level-4 of Pay Matrix who have undergone training in cash and accounts work in the ISTM or equivalent course and possessing two year's experience of cash, accounts and budget work.

3.	Senior Secretariat Assistant	One	Level-4 in the Pay Matrix (Rs. 25,500-81,100/-)	Officials:- (i) holding analogous post on regular basis in the parent cadre OR (ii) Junior Secretariat Assistant/L.D.C in Level-2 in the Pay Matrix (Rs. 19,900-63,200/-) with eight years regular service having experience in the field of Administration, Establishment and Accounts matters.
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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 candidates 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 last date of receipt of the application i.e. **16th April, 2021 (Friday)**. Applications received after the stipulated date will not be entertained.

The appointment shall be made initially for a period of one year (extendable subject to satisfactory performance) on usual deputation terms and conditions, Govt. orders issued time to time. 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.



(KAMAL SINGH)
UNDER SECRETARY

Annexure - A

Application for the Post of Personal Assistant/Accountant/S.S.A 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 Level in Pay Matrix	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: