



NATIONAL LEGAL SERVICES AUTHORITY

राष्ट्रीय विधिक सेवा प्राधिकरण

Department of Justice, Ministry of Law & Justice, Govt. of India

न्याय विभाग, कानून एवं विधि मंत्रालय, भारत सरकार

12/11, Jam Nagar House, Shahjahan Road New Delhi – 110011 Tel. 011-23382778

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No. A/1/2016-NALSA

Dated: 30.06.17

OFFICE MEMORANDUM

Subject: Filling up the posts of Accounts Officer, Section Officer, Personal Assistant, Assistant Section Officer, Stenographer Grade 'D' and Assistant Librarian on deputation basis. –reg.

The undersigned is directed to refer to this Authority's vacancy circular of even number dated 20.04.2017, inviting applications for the posts of Accounts Officer, Section Officer, Personal Assistant, Assistant Section Officer, Stenographer Grade 'D' and Assistant Librarian on deputation basis (copy enclosed).

2. The last date of receipt of applications from the applicants for the aforesaid posts has been extended up to 15.07.2017 in the office of the National Legal Services Authority, 12/11, Jamnagar House, Shahjahan Road, New Delhi-110011.

(Rajeev Kumar Yadav)
Section Officer

1. All Ministries/Departments of Governments of India and All the State Legal Services Authorities/High Courts/Districts Courts, Delhi.
2. Notice Board, NALSA.
3. Ms. Perminder Bakshi to upload on NALSA's website.
4. Mr. Nishant Gupta, NIC-DoPT to upload on DoPT website.

No. A/1/2016-NALSA/
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
20.04.2017

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. | Accounts Officer | Level-10 of the Pay Matrix | 1 (one) | <p>Officials holding analogous post of Accounts Officer/Audit Officer drawing the pay in Level 10 of Pay matrix on a regular basis in the parent cadre or department; or</p> <p>i. with five years' regular service in Level 8 of Pay Matrix or equivalent; or</p> <p>ii. with six years' regular service in Level-7 of Pay Matrix or equivalent.</p> <p><u>Essential Qualification/Experience:</u> Qualified in Subordinate Accounts Service or equivalent of any of the organized Accounts Services and Minimum of five years' experience in Cash, Accounts and Budget Work.</p> <p>Note:- Preference will be given those who are working in Central Government/DGACR.</p> |
| 2. | Section Officer | Level-8 of the Pay Matrix | 1 (one) | <p>Officials holding analogous post on regular basis in the parent cadre/department; or Assistant Section Officer/Assistant</p> <p>i. with two years of regular service in Level-7 of Pay Matrix or equivalent; or</p> <p>ii. with six years of regular service in Level-6 of Pay Matrix or equivalent.</p> <p><u>Desirable qualification/experience:</u> having degree in law from a recognized university and experience in legal aid work</p> |
| 3. | Personal Assistant | Level-7 of the Pay Matrix | 1(one) | <p>Officials holding analogous post on regular basis in the parent cadre; or Stenographer Grade 'D' with eight years regular service in Level-4 of Pay Matrix.</p> |

| | | | | |
|----|---------------------------|---------------------------|---------|---|
| 4. | Assistant Section Officer | Level-7 of the Pay Matrix | 1 (one) | Officials holding analogous post on regular basis in the parent cadre/department; or with ten years' regular service as Senior Secretariat Assistant or equivalent in Level-4 of Pay Matrix. |
| 5. | Stenographer Grade 'D' | Level-4 of the Pay Matrix | 2 (two) | Officials holding analogous posts on regular basis in the parent cadre or department; or Junior Secretariat Assistant i. with 5 years' regular service in Level-2 of Pay Matrix or equivalent; and possessing the educational qualification of 12 th class pass from a recognised Board or University; and ii. Skill Test norms Dictation: 10 minutes @ 80 words per minute Transcription: 50 minutes (English) (only on computer) |
| 6. | Assistant Librarian | Level-4 of the Pay Matrix | 1 (one) | Officials holding analogous post on regular basis; or with 8 years' regular service in Level 2 of Pay Matrix or equivalent. Essential Qualifications: i. Degree of recognized University ii. Degree/Diploma in Library Science from recognized University or equivalent. |

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 **15.06.2017**. 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.

Komal Singh
(KAMAL SINGH)
2014/11
UNDER SECRETARY

1. All Ministries/Departments of the Government of India and all State Legal Services Authorities/High Courts/District Courts, Delhi.
2. Notice Board, NALSA
3. Ms. Perminder Bakshi to upload on NALSA's website.
4. Mr. Neeraj, DOPT to upload on DOPT website.

Annexure-A

Application for the Post of Accounts Officer/ Section Officer/Assistant Section Officer/Personal Assistant, Stenographer Grade 'D' and Assistant Librarian 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: