

No. A/3/2004-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

22.02.2016

**VACANCY CIRCULAR**

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

S.No	Nomenclature of the post	Scale of Pay	No. of Post	Eligibility
1.	*Under Secretary	Rs. 15600-39100 + 6600 (Grade Pay)	1 (one)	<b><u>Deputation:</u></b> Officers holding analogous post on regular basis in the parent cadre/department; or  Section Officer or equivalent having 5 years of regular service in PB 2: Rs. 9,300-34,800 with Grade Pay of Rs. 5,400/- <b>OR</b> having 6 years of regular service in the Pay Band of Rs. 9,300-34800 with Grade Pay Rs. 4,800/-  <b><u>Desirable qualification/experience:</u></b> having degree in law from a recognized university & experience in legal aid work

\*vacancy will fall on 1<sup>st</sup> June, 2016

**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 (GOI). 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 21.03.2016. Application 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. The post will carry pay and allowances as per the current rates in terms of the 6<sup>th</sup> Central Pay Commission as notified by the Central Government from time to time.

*July*  
22/02/16  
(R.V. SINGH)  
UNDER SECRETARY

All Ministries/Departments of the Government of India and all State Legal Services Authorities.

Annexure-A

**Application for the Post of Under Secretary in National Legal Services Authority**

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

Office/ Institution	Post Held	From	To	Pay Band and Grade Pay	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 to which you belong.
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: