



# DELHI STATE LEGAL SERVICES AUTHORITY

(Constituted Under the 'Legal Services Authorities Act, 1987', an Act of Parliament)

Under the Administrative Control of High Court of Delhi

Central Office, Patiala House Courts Complex, New Delhi - 110001

Ph. : 23384781, Fax : 23387267, Email : [dslsa-phc@nic.in](mailto:dslsa-phc@nic.in)

[www.dslsa.org](http://www.dslsa.org) 24x7 Toll free Helpline No.: 1516



Ref. No.: 725/DSLISA/Estt./2020 / 6236

Dated : 24/12/2020

Last date for submission of applications: 08.01.2021 till 05:00 p.m.

## Advertisement

Delhi State Legal Services Authority intends to appoint following officials **purely on contractual** basis initially for a period of 03 months which may likely to be extendable as per requirement, work & conduct report and performance of the candidate during the aforesaid period, thereby invite applications from all the eligible Citizens of India:

S.N.	Designation	No. of Posts	Salaries (per head/ P.m.)
1	Upper Division Clerk	01	Rs. 25500+DA at the time of engagement/ extension
2	Lower Division Clerk	26	Rs. 19900+DA at the time of engagement/ extension

**Note :- No other allowance/monetary benefit will be paid except mentioned above to the aforesaid officials appointed on contractual basis.**

### Terms & Conditions for engagement are as follows:

1. **Age:** The Candidate shall not be below 18 years & not exceed 32 years on the last date of receipt of application.
2. **Qualifications :**
  - i. Qualification for Upper Division Clerk :
    - Educational Qualification : Graduation
    - Basic work processing skills and the ability to operate computer
    - Typing speed of 30 w.p.m. in English.
    - Preference can be given to the candidate having knowledge of statistics, operation of data management etc.
  - ii. Qualification for Lower Division Clerk :
    - Graduation
    - Basic work processing skills and the ability to operate computer
    - Typing speed of 30 w.p.m. in English
    - Experienced candidates can be given preference.



3. Upon scrutiny of Documents if candidate is found fit/meet the minimum criteria adopted/mentioned above viz. qualification, age etc. he/she shall be called for interview.
4. The Candidates who qualify the aforesaid interview will have to appear for English typing test with minimum speed of 30 words per minute on computer.
5. No TA/DA will be paid to the candidates/incumbents for appearing in the interview and the typing test as well.
6. The final result of the successful candidates will be announced after necessary approval of the Competent Authority. The same will be uploaded on the official website of this Authority on [www.dslsa.org](http://www.dslsa.org).
7. The candidate finally selected for the post shall join this Authority within the period mentioned/uploaded on the website failing which next incumbent shall be considered for appointment.
8. Selection of the candidate shall be purely on contractual basis, initially for three months which is likely to be continued as per requirement, performance and conduct of the candidate. The appointment will not give any right to the candidate to claim for the regular appointment against any post/cadre in this Authority.
9. The selected candidates will be allowed to avail a total number of 12 days paid leave in a year, subject to a maximum of three days leave in a month. In the event of the number of leave exceeding per year or per month permissible limit, pro rata deductions will be made from their monthly remuneration/ wages.
10. This Authority reserves rights to increase or decrease the number of vacancies, extend the last date and time of inviting applications; addition or deletion of any of the terms and conditions of engagement including termination of services of any of the selected/appointed candidates in this particular drive at any point of time without assigning any reason.
11. Eligible candidates may submit their applications to this Authority by post or by hand on or before 8/1/2021, till 05 p.m.

Addressed to:  
Member Secretary,  
Delhi State Legal Services Authority,  
Central Office, Pre-Fab. Building, First Floor,  
Patiala House Courts Complex, New Delhi - 110001



12. The applications received after the due date shall not be entertained.
13. Applicants are advised to check the website of this Authority regularly for updates. No separate intimation shall be sent for interview or joining etc.
14. Following will be the specimen/proforma of application. If a candidate is willing to apply for more than one category of post, separate application should be given.

**Title : Application for the post of UDC/LDC.**

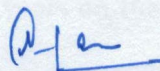
- A. Name of the Candidate :
- B. Parentage :
- C. Date of Birth: (enclose matriculation certificate)
- D. Caste/Category : UR/EWS/SC/ST/OBC (enclose copy of caste certificate)
- E. Sex: M/F/Transgender (enclose any two Identity Proofs)
- F. Educational Qualification: (enclose copy of certificates)
- G. Professions/Technical Qualification: (enclose copy of certificates)
- H. Address : (a) Present: (Copy of address proof)  
(b) Permanent: (Copy of address proof)
- I. E-mail ID:
- J. Phone/Mobile No.:

Date:

Place:

(Sign of the Applicant)

(please give adequate space between each row while filling the application)  
(all the documents/enclosures should be self attested)

  
(Gautam Manan)  
Special Secretary