

No. A/1/2016-NALSA/6009
Government of India
Department of Justice
National Legal Services Authority

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

09.06.2020

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></p> <p>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.	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 of regular service in Level-4 of Pay Matrix</p>
3.	Accountant	Level-6 of the Pay Matrix	1 (one)	<p>Officials:-</p> <p>(a) (i) holding analogous post on regular basis in the parent cadre; or 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.</p> <p>(b) who have undergone training in cash and accounts work in the ISTM or equivalent course and possessing two year' experience of cash, accounts and budget work.</p>

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 last date of receipt of the application i.e. **31.07.2020**. 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.



(KAMAL SINGH)
UNDER SECRETARY

Annexure-A

**Application for the Post of Accounts Officer/ /Personal Assistant/Accountant 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):

Place:

Designation & Tel. No.

Dated: