

**No. A/1/2016-NALSA/**

**Government of India**

**National Legal Services Authority**

**Department of Justice**

12/11, Jam Nagar House,

Shahjahan Road, New Delhi -110 011

Ph: 23386176 Fax: 23382121

Dated: 20.04.2017

The Registrar General

All High Courts

**Sub: Vacancy Circular for the post of Accounts Officer, Section Officer, Assistant Section Officer, Personal Assistant, Stenographer Grade 'D' and Assistant Librarian in the National Legal Services Authority on deputation basis.**

Respected Sir/Madam,

I am directed to forward herewith the vacancy circular for the posts of Accounts Officer, Section Officer, Assistant Section Officer, Personal Assistant, Stenographer Grade 'D' and Assistant Librarian in the National Legal Services Authority on deputation basis.

2. I am further directed to request your good self to kindly get the aforesaid circular displayed on notice board and uploaded on the website of your High Court and the same may please be circulated among all the employees of your High Court and its Benches.

Yours faithfully,

sd/-

**(KAMAL SINGH)**

**UNDER SECRETARY**

Encls: As above.

*copy be furnished to all HCs for uploading on website*  
*12/4/2017*

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12/11, Jam Nagar House, Shahjahan Road  
New Delhi-110011  
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**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 <sup>th</sup> CPC	No. of Post	Eligibility
1.	Accounts Officer	Level-10 of the Pay Matrix	1 (one)	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  i. with five years' regular service in Level 8 of Pay Matrix or equivalent; or  ii. with six years' regular service in Level-7 of Pay Matrix or equivalent.  <b><u>Essential Qualification/Experience:</u></b> 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.  Note:- Preference will be given those who are working in Central Government/DGACR.
2.	Section Officer	Level-8 of the Pay Matrix	1 (one)	Officials holding analogous post on regular basis in the parent cadre/department; or Assistant Section Officer/Assistant  i. with two years of regular service in Level-7 of Pay Matrix or equivalent; or  ii. with six years of regular service in Level-6 of Pay Matrix or equivalent.  <b><u>Desirable qualification/experience:</u></b> having degree in law from a recognized university and experience in legal aid work
3.	Personal Assistant	Level-7 of the Pay Matrix	1(one)	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.

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 <sup>th</sup> class pass from a reconised 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.  <b>Essential Qualifications:</b> i. Degree of reconized University ii. Degree/Diploma in Library Science from reconized 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 7<sup>th</sup> Central Pay Commission as notified by the Central Government from time to time.

*Kamal Singh*  
(KAMAL SINGH)  
20/4/17  
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:

## High Court of Jammu and Kashmir at Jammu

### Pay fixation

Pursuant to the placement of Mrs. Nighat Sultana, District & Sessions Judge (Entry Level Grade) presently posted as Presiding Officer, Industrial Tribunal, Labour Court, in the Selection Grade (Rs. 57700-1230-58930-1380-67210-1540-70290) of the Jammu and Kashmir Higher Judicial Service retrospectively w.e.f.01.11.2016, vide High Court Order No.1237/GS dated 14.02.2017, the pay of the officer is fixed as under:-

1	Existing pay as on 01.11.2016 in the pay scale of Rs.51550-1230-58930-1380-63070	Rs. 61690/-
2	Pay fixed as on 01.11.2016 in the pay scale of Rs. 57700-1230-58930-1380-67210-1540-70290	Rs 64450/-
3.	Next Increment	01.11.2017

  
Chief Accounts Officer

No:- 3064-65/95

Dated:- 21/4/17

Copy to the:-

1. Mrs. Nighat Sultana, Presiding Officer Industrial Tribunal Labour Court.
2. Chief Accounts Officer, High Court of J&K.  
..... for information and necessary action.

  
(Permod Kumar)

Deputy Registrar (G.S.)