File No. A/02/2025-NALSA
Government of India
National Legal Services Authority

Ground Floor, B-Block
Administrative Buildings Complex
Supreme Court of India, New Delhi-110001
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February 17, 2026

VACANCY CIRCULAR

Subject: Filling up of 13 posts in National Legal Services Authority, New Delhi on deputation basis -reg.

Applications are invited for filling up the following existing vacancy on deputation basis in National Legal Services Authority, a Statutory Apex Body constituted under the Legal Services Authorities Act, 1987:

S. No.	Name of the post	No. of posts	Pay Level in pay matrix under 7th C.P.C	Eligibility Criteria
1.	Under Secretary	01	Level-11 (₹ 67,700 - ₹ 2,08,700)	**Deputation:** Officers under the Central Government or the State Government or Union Territories or autonomous bodies or statutory bodies:– a) i) holding analogous posts on a regular basis in the Parent cadre/department; OR ii) with six years' service in the grade rendered after appointment thereto on a regular basis in Level-8 (Rs.47600-151100) in the Pay Matrix or equivalent in the parent cadre/Department; and b) possessing the educational qualifications and experience as mentioned below:

				Essential: i. Bachelor's Degree in any discipline from a recognized University or Institute; AND ii. Possessing five years' of experience in handling administrative, financial and parliamentary matters. **Desirable**: i. Bachelor's Degree in Law from a recognized University of Institution.
2.	Assistant Legal Aid Advisor	01	Level-11 (₹ 67,700 - ₹ 2,08,700)	**<u>Deputation:</u>** Officers under the Central Government or the State Government or Union Territories or autonomous bodies or statutory bodies:– a) i) holding analogous posts on a regular basis in the Parent cadre; OR ii) with five years' service in the grade rendered after appointment thereto on a regular basis in Level-10 (Rs.56100-177500)/ Level-9 (Rs.53100-167800) in the Pay Matrix or equivalent in the parent cadre/Department; OR iii) with six years' service in the grade rendered after appointment thereto on a regular basis in Level-8 (Rs.47600-151100) in the Pay Matrix or equivalent in the parent cadre/Department; AND b) possessing the educational qualifications and experience

				as mentioned below: **Essential:** i. Bachelor's Degree in Law from a recognized University or Institution and three years' experience in Legal matters in Central or State Government or Union Territory administrations or public sector undertakings or autonomous body or statutory body or recognized research institute; OR ii. Master's Degree in Law from a recognized University or Institution and one years' experience in Legal matters in Central or State Government or Union Territory administrations or public sector undertakings or autonomous body or statutory body or recognized research institute.
3.	Deputy Controller of Accounts	01	Level-11 (₹ 67,700 - ₹ 2,08,700)	**<u>Deputation:</u>** Officers under the Central Government or the State Government or Union Territories or autonomous bodies or statutory bodies:– a) i) holding analogous posts on a regular basis in the Parent cadre; OR ii) with four years' service rendered after appointment to the post on a regular basis in level-10 (Rs.56100-177500) in the pay matrix or equivalent in the parent cadre or department; AND b) possessing the educational qualifications and experience

				as mentioned below: **Essential:** i. Bachelor degree from recognized University / Institute in any discipline and two years' experience in the field of Accounting, Budgeting, Administration / Establishment, Procurement, Vigilance, Audit, Information Technology and Public Policy. **Desirable**: i. Having passed SAS /equivalent examination of organised Accounts Cadre of Central/State Government; OR ii. Having successfully completed Cash & Accounts Training organised by Govt. Institutions.
4.	Superintendent (Legal)	01	Level-8 (₹ 47,600 - ₹ 1,51,100)	**<u>Deputation:</u>** Officers under the Central Government or the State Government or Union Territories or autonomous bodies or statutory bodies:– a) i) holding analogous posts on a regular basis in the Parent cadre; OR ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-7 (Rs.44900-142400) in the Pay Matrix or equivalent in the parent cadre or department; OR

				iii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 (Rs.35400-112400) in the Pay Matrix or equivalent in the parent cadre or department; AND b) possessing the educational qualifications and experience as mentioned below: **Essential:** i. Bachelor's Degree in Law from a recognized University or Institution and three years' experience in Legal matters in Central or State Government or Union Territory administrations or public sector undertakings or autonomous body or statutory body or recognized research institute. **Desirable:** i. Knowledge of administrative / establishment or court matters.
5.	Superintendent (IT)	01	Level-8 (₹ 47,600 - ₹ 1,51,100)	**Deputation:** Officers under the Central Government or the State Government or Union Territories or autonomous bodies or statutory bodies:– a) i) holding analogous posts on a regular basis in the Parent cadre; OR ii) with two years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-7

				(Rs.44900-142400) in the Pay Matrix or equivalent in the parent cadre or department; AND b) possessing the educational qualifications and experience as mentioned below: **Essential:** i. Bachelor of science or engineering or technology in information technology or computer science or electronics or communication or electrical or computer applications or Bachelor of Computer Applications from a recognized University or institute; AND ii. Two years' overall experience out of which at least one year experience should be in information security or cyber security.
6.	Assistant Accounts Officer	01	Level-8 (₹ 47,600 - ₹ 1,51,100)	**Deputation:** Officers under the Central Government or the State Government or Union Territories or autonomous bodies or statutory bodies:– i. i) holding analogous posts on a regular basis in the Parent cadre; OR ii) with three years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-7 (44,900 – 1,42,400) in the Pay Matrix or equivalent in the parent cadre/Department; OR iii) with five years' service in

				the grade rendered after appointment thereto on a regular basis in posts in Level-6 (Rs.35,400-1,12,400) in the Pay Matrix or equivalent in the parent cadre/Department; AND ii. possessing the educational qualifications and experience as mentioned below: **Essential:** i. Professional qualifications of Chartered Accountant / Cost Accountant / MBA (Finance); OR ii. Having successfully completed Cash & Accounts Training organised by Govt. Institutions; OR iii. Having at least five years' experience in handling accounts related work. **Desirable**: i. Having passed SAS /equivalent examination of organised Accounts Cadre of Central/State Government; OR ii. Basic skills for working in a computerized office environment.
7.	Assistant Section Officer	01	Level-7 (₹ 44,900 - ₹ 1,42,400)	**<u>Deputation:</u>** Officers under the Central Government or the State Government or Union Territories or autonomous bodies or statutory bodies:– a) i) holding analogous posts on a regular basis in the Parent

				cadre; OR ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 (Rs.35,400-1,12,400) in the Pay Matrix or equivalent in the parent cadre/Department; OR iii) with six years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 (Rs.29200-92300) in the Pay Matrix or equivalent in the parent cadre/Department; OR iv) with ten years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 (Rs.25,500-81,100) in the Pay Matrix or equivalent in the parent cadre/ Department; AND b) possessing the educational qualifications and experience as mentioned below: **Essential:** i. Bachelor's Degree in any discipline from a recognized University or Institute.
8.	Assistant (Legal)	02	Level-7 (₹ 44,900 - ₹ 1,42,400)	**Deputation:** Officers under the Central Government or the State Government or Union Territories or autonomous bodies or statutory bodies:– a) i) holding analogous posts on a regular basis in the Parent cadre; OR

				ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 (Rs.35,400-1,12,400) in the Pay Matrix or equivalent in the parent cadre/ Department; AND b) possessing the educational qualifications and experience as mentioned below: **Essential:** i. Bachelor's Degree in Law from a recognized University or Institution; AND ii. Two years' experience in Legal matters in Central or State Government or Union Territory administrations or public sector undertakings or autonomous body or statutory body.
9.	Senior Secretariat Assistant	02	Level-4 (₹ 25,500 - ₹ 81,100)	**Deputation:** Officers under the Central Government or the State Government or Union Territories or autonomous bodies or statutory bodies:– a) i) holding analogous posts on a regular basis in the Parent cadre; OR ii) with eight years' regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-2 (Rs.19900- 63200) in the Pay Matrix or equivalent in the parent cadre/ Department; AND b) possessing the educational

				qualifications and experience as mentioned below: **Essential:** (i) Bachelor's Degree in any discipline from a recognized University or Institute.
10.	Stenographer Grade 'D'	01	Level-4 (₹ 25,500 - ₹ 81,100)	**Deputation:** Officers under the Central Government or the State Government or Union Territories or autonomous bodies or statutory bodies:– a) i) holding analogous posts on a regular basis in the Parent cadre; OR ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in posts in Level-2 (Rs.19900- 63200) in the Pay Matrix or equivalent in the parent cadre/ Department; AND b) Skill Test norms: Dictation: 10 minutes @ 80 words per minute Transcription: 50 minutes (English) only on computer; AND c) possessing the educational qualifications and experience as mentioned below: **Essential:** i. Bachelor's Degree in any discipline from a recognized University or Institute.

11.	Assistant Librarian	01	Level-4 (₹ 25,500 - ₹ 81,100)	**Deputation:** Officers under the Central Government or the State Government or Union Territories or autonomous bodies or statutory bodies:– a) i) holding analogous posts on a regular basis in the Parent cadre; OR ii) with eight years of regular service in post in level-2 (Rs.19900- 63200) or with 05 years of regular service in pay level-3 (Rs.21700- 69100) of the pay matrix or equivalent; AND b) typing speed 35 words per minute in English; AND c) possessing the educational qualifications and experience as mentioned below: **Essential**: i. Bachelor's Degree in Library Science or Library and Information Science from a recognized University or Institute; AND ii. Two years' professional experience in a Library under the Central Government or the State Government or autonomous or statutory organization or Public Sector Undertakings or University or recognised Research or Educational Institution.

				Desirable: i. Knowledge of Computer Application.

Note:- *(i) 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 3 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 for the posts mentioned at S. Nos. 4 to 11.*

(ii) Fresh Candidates, retired officials or persons serving in private sector/organization should not apply for these posts, their applications will not be considered.

The applications in the prescribed form (Annexure-A) of the suitable candidates 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. **March 16, 2026 (Monday).** Applications received after the stipulated date will not be entertained. The applications may be sent to the following address:

The Member Secretary,
National Legal Services Authority,
26, Jaisalmer House, Mansingh Road,
New Delhi-110011.

The appointment shall be made initially for a period of three year (extendable subject to satisfactory performance) on usual deputation terms and conditions, Govt. orders issued time to time. 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.

As and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving a notice of at least three months to the lending Ministry/Department/ Organization and the employee concerned.

(RAJEEV KUMAR YADAV)
DEPUTY SECRETARY

राजीव कुमार यादव / RAJEEV KUMAR YADAV
उप सचिव / Deputy Secretary
राष्ट्रीय विधिक सेवा प्राधिकरण
National Legal Services Authority
भारत सरकार / Govt. of India
नई दिल्ली / New Delhi

Application form for the Deputation Post

1. Name and Address (in Block Letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	

Qualification/ Experience required as mentioned in the advertisement / vacancy circular	Qualification / experience possessed by the officer
Essential	
A) Qualification	
B) Experience	
Desirable	
A) Qualification	
B) Experience	

5.1 Note: In the case of Degree and Post Graduate qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate. Enclose a separate duly authenticated by your signature, if the space below is insufficient.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post	

7. Details of Employment in chronological order. Enclose a separate duly authenticated by your signature, if the space below is insufficient.

Office/Institution	**Post held on regular basic**	**From**	**To**	***Pay band and Grade Pay/Pay Scale of the post held on regular basis.**	**Nature of Duties (in detail) highlighting experience required for the post applied**

***Important:** Pay Level granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Level of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Level where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay Level drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.			
9. In case the present employment is held on regular or deputation basis please state.			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office / organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization.
9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate. **9.2 Note:** Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organization.			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
11. Additional details about present employment: Please state whether working under (Indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Other	
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
13. Are you in Revised Scale or Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	

14. Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.

Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/ Interim relief/ other Allowances etc.(with break-up details)	Total Emoluments

16.A Additional Information, if any relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional qualification (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) **(Note: Enclose a separate sheet, if the space is insufficient)**	

16.B Achievements: The candidates are requested to indicate information with regard to : (i) Research publications and reports and special projects. (ii) Awards/ Scholarships/ Official Appreciation. (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization. (v) Any research/ innovative measures involving official recognition (vi) Any other information. **(Note: Enclose a separate sheet if the space is insufficient)**	
17. Please state whether you are applying for deputation basis.	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vite duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection on my selection has been suppressed/withheld.

(Signature of the candidate)

Address_____

_____

Date_____

Certification by the Employer/ Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualification and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

2. **Also certified that;**

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt._____

ii) His/Her integrity is certified.

iii) His/Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an authorized officer are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.(as case may be)

Countersigned

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(Employer/Cadre Controlling Authority with Seal)