

HIGH COURT OF DELHI: NEW DELHI
(Establishment – I Branch)

No.1209/Estt.-I/EI-3/DHC
Date: 25.09.2026

CIRCULAR

A copy of Vacancy Circular dated 10.09.2026 received from National Legal Services Authority, Supreme Court of India, New Delhi inviting applications for filling up of the post(s) of (i) Assistant Legal Aid Advisor (Pay Level-11), (ii) Accounts Officer (Pay Level-10), (iii) Superintendent (Legal) (Pay Level-8), (iv) Superintendent (IT) (Pay Level-8), (v) Assistant Accounts Officer (Pay Level-8), (vi) Assistant Section Officer (Pay Level-7), (vii) Assistant (Legal) (Pay Level-7), (viii) Senior Secretariat Assistant (Pay Level-4), (ix) Stenographer Grade 'D' (Level-4) and (x) Assistant Librarian (Pay Level-4) on deputation basis, is hereby circulated for information of all concerned.

The officials, who are eligible and willing to apply for the above-said posts, may submit their applications in the prescribed form, to the Establishment-II (DAK) Branch latest by 05.10.2026. The applications received after 05.10.2026 will not be processed/forwarded to the National Legal Services Authority, Supreme Court of India, New Delhi.

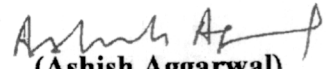
Sd/-
(Bhawana Pant)
Joint Registrar(Estt.-I)

Endst. No. 16940-16946/Estt.-I/EI-3/DHC

Date : 25.09.2026

Copy to :

1. The Registrar-cum-Secretary to Hon'ble the Chief Justice.
2. All Registrars/OSDs/Co-ordinators (DIAC)
3. Joint Registrar, Registrar General Secretariat.
4. All Joint Registrars, Deputy Registrars, Assistant Registrars, Director(IT), Joint Director(IT), Dy. Controller of A/Cs, Director(IT), Additional Co-ordinator(DIAC).
5. Private Secretaries to Hon'ble Judges.
6. P.A. to Registrar(IT) for uploading this Circular on the website of this Court under the heading 'Public Notice' as well as on the intranet of this Court.
7. Notice Board.


(Ashish Aggarwal)
Admn. Officer (Judl.)(Estt.-I)

P.A. to Reg(IT) - As directed, Please get uploaded
Director(IT)

22/09/26

25/09/26
25/09/26

*14003/R/125
25/09/26*

F. No. A/02/2025/NALSA
Dated: 10.09.2026
(Through E-mail Only)

To,

The Registrar General,
All High Courts.

Sub.: Publication of Vacancy Circular of NALSA on official websites.

Sir/Madam,

I am directed to attach herewith a Vacancy Circular for filling up the post of Assistant Legal Aid Advisor, Accounts Officer, Superintendent (Legal), Superintendent (IT), Assistant Accounts Officer, Assistant Section Officer, Assistant (Legal), Senior Secretariat Assistant, Stenographer Grade 'D' and Assistant Librarian in National Legal Services Authority (NALSA), Department of Justice, Ministry of Law & Justice, Government of India.

2. I am further directed to request your goodself to kindly get the aforesaid Vacancy Circular of NALSA uploaded on your SLSA's website for wide publicity amongst your staff members.

With regards,

Rajeev Kr. Yadav

Deputy Secretary

NATIONAL LEGAL SERVICES AUTHORITY

B BLOCK, GROUND FLOOR,

ADMINISTRATIVE BUILDINGS COMPLEX

SUPREME COURT OF INDIA,

NEW DELHI-110001

COMMUNICATION ADDRESS:

JAISALMER HOUSE 26,

MAN SINGH ROAD,

NEW DELHI-110011

PH. NO.-011- 23382778, 23071450

FAX NO.-011-23382121

To know more about National Legal Services Authority - [CLICK HERE](#)



Vacancy Circular dated 10.09.2026.pdf

4588K

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
Ph. No. 23382778
E-mail- nalsa-dla@nic.in

September 10, 2026

VACANCY CIRCULAR

Subject: Filling up of 12 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 7 th C.P.C	Eligibility Criteria
1.	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

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				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.
2.	Accounts Officer	01	Level-10 (₹ 56,100 - ₹ 1,77,500)	Deputation: Officers under the Central Government or the State Government or Union Territories or autonomous bodies or statutory bodies: i) holding analogous post on regular basis in organised Accounts/Audit Cadre of Central/State Government drawing the pay in Level-10 (₹ 56,100 - ₹ 1,77,500) of Pay matrix; or ii) With five year's regular service in Level-8 (₹ 47,600 - ₹ 1,51,100) of Pay Matrix or equivalent; or

				Essential: Qualified in Subordinate Accounts/Audit Service or equivalent of any of the organized Accounts/Audit Services Desirable: Having experience in Cash, Accounts and Budget Work. Note: Preference will be given those who are working in Central Government/DGACR.
3.	Superintendent (Legal)	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; 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

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				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.
4.	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.
5.	Assistant Accounts Officer	01	Level-8 (₹ 47,600 - ₹ 1,51,100)	Deputation: Officers/Officials 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

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				as mentioned below: Essential: i. Professional qualifications of Chartered Accountant / Cost Accountant / MBA (Finance); OR ii. Having passed SAS /equivalent examination of organised Accounts/Audit Cadre of Central/State Government; OR iii. Having at least five years' experience in handling accounts related work. Desirable: i. Having successfully completed Cash & Accounts Training organised by Govt. Institutions; OR ii. Basic skills for working in a computerized office environment.
6.	Assistant Section Officer	01	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; 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.
7.	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:

(Signature)

				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.
8.	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.
9.	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.
10.	Assistant Librarian	01	Level-4 (₹ 25,500 - ₹ 81,100)	<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 eight years of regular service in post in level-2 (Rs.19900- 63200) or with 05 years of regular service in pay

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				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.
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Note:- (i) 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 Sl. Nos. 3 to 10.

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

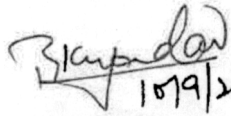
(iii) The departmental officers/officials shall not be eligible for consideration for appointment on deputation.

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. **October 10th, 2026 (Saturday)**. 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 deputationists, his/her services could be so returned after giving a notice of at least three months to the lending Ministry/Department/ Organization and the employee concerned.


10/9/2026
**(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)			

**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

(Employer/Cadre Controlling Authority with Seal)

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 _____