

NATIONAL LEGAL SERVICES AUTHORITY

EMPLOYMENT NOTICE

Commencement of Online Application	01.04.2022 (02.00 PM)
Last date / time for Online Application	30.04.2022 (10.00 PM)
Last date for receipt of Application Fee	30.04.2022

National Legal Services Authority invites online applications from eligible candidates only at www.nalsa.gov.in for filling up vacant posts of Jr. Secretariat Assistant, Stenographer Grade-D and Assistant Librarian as per details given below :-

NAME OF POST	PAY LEVEL	PARTICULARS EXISTING AS ON 01.04.2022	TOTAL NUMBER OF VACANCIES
Stenographer Grade-D	Level-4	1 UR	01
Assistant Librarian	Level-4	1 UR	01
Jr. Secretariat Assistant	Level-2	1 UR, 1 SC, 1 OBC	03

Note: The number of vacancies may increase or decrease without any notice depending upon the number of vacancies as on date of preparation of merit list and posting. The reservation for different categories will be regulated as per the provisions of the Government of India Rules/Guidelines as amended from time to time. The salary, pay and allowances of the selected candidates will be governed as per the latest applicable rules and instructions issued by the Government of India from time to time.

AGE: -

Candidates applying for the above posts should be above 18 years and below 27 years of age as on 30.04.2022.

Usual relaxation in upper age limit will be admissible to the candidates belonging to –

1. Usual age relaxation will be applicable to OBC / SC / PwD / Ex-Servicemen candidates as per Government Rules.
2. 5 years' relaxation in upper age limit will be applicable to the candidates who are working in Government / Semi Government / PSU / Corporations / Boards.

QUALIFICATION

S. No	Post	Qualification & Experience
1	Stenographer Gr. 'D'	<p>The candidates must have passed 12th Standard or equivalent examination from a recognized Board or University.</p> <p>The candidates, who are shortlisted in written examination, for the next stage will have to appear for the Skill Test in Stenography. The candidates will be given one dictation for 10 minutes in English at the speed of 80 w.p.m. for the post of Stenographer Grade "D". The matter will have to be transcribed on computer.</p>
2	Asst. Librarian	<p>Degree in any Discipline with Diploma in Library Science or Degree in Library Science from a recognized Institution or University.</p> <p>Knowledge of computer operation in Library work. It includes-(i) Knowledge and experience of working with any standard "Library Automation software" for House Keeping activities in the Library such as cataloguing, acquisition and circulation etc. and (ii) Knowledge and experience of computerized search both of on-line and off-line databases including retrieval of desired information through various search engines/processes</p> <p><u>Desirable:</u> Experience in a Library of any Government organisation/recognised Educational or Research Institute & Knowledge of Computer Typing in English.</p>
3.	Junior Secretariat Assistant	<p>The candidates must have passed 12th Standard or equivalent examination from a recognized Board or University.</p> <p>The candidates, who are shortlisted in written Examination, for the next stage will have to appear for the Typing Test on computer @ 35 W.P.M. Speed in English.</p>

DISQUALIFICATION

No person:

1. Who has entered into or contracted a marriage with a person having a spouse living or;
2. Who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the service.
3. Provided that the Committee, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage may exempt any person from the operation of this rule.

MODE OF SELECTION**A. For the post of Stenographer Grade-D and Jr. Secretariat Assistant**

1. Written Test – General English, General Aptitude, General knowledge, Computer Knowledge
2. Skill Test (For shortlisted candidates only)

B. For the post of Assistant Librarian

Written Test – General English, General Aptitude, General knowledge, Computer Knowledge, Post Related

SPECIAL INSTRUCTIONS

The decision of the Recruitment Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection, etc. shall be final and binding on the applicants. The Hon'ble Recruitment Committee may shortlist the candidates at any stage of the recruitment process on the basis of some criteria. No inquiry or correspondence shall be entertained in this regard.

REGISTRATION STEP:

Applicant can apply online from anywhere (from home or from any place where there is an access to the Internet).

One can open the registration form by visiting the website www.nalsa.gov.in and by clicking at the link' of Recruitment.

The applicant must check the information before locking and submitting the same. Applicant will be responsible for any mistake made by him/her in the online application form NALSA shall not be responsible or liable in any way, no modification will be permitted and the applicant will not be having the option to edit his/her application data again. Any information submitted by an applicant in his/her application will bind the applicant personally and if found to be false, he/she shall be liable for criminal prosecution apart from consequences under civil law as may be deemed proper.

Thereafter, scrutiny of applications will be done and eligibility of applicants shall be determined.

FOR REGULAR GOVERNMENT EMPLOYEE:

The applicants who are already serving in Government / Semi Government / PSU / Corporations / Boards must submit an undertaking to the effect that if he/she will qualify the recruitment process then he/she have to submit the original NOC at the time of checking of original testimonials/ interaction. Otherwise such candidates would not be taken into consideration for Recruitment purpose and his/her candidature is liable to be rejected.

E-ADMIT CARD:

Thereafter, E-Admit Cards of provisionally eligible applicants will be uploaded on the website. Applicants will also receive E-mails/SMS in this regard. The applicants are to download and take print out of their E-admit Cards by visiting the website www.nalsa.gov.in again by entering their registration ID and password. Admit cards shall not be sent by post. Mere issuance of provisional E-Admit Card does not imply that applicant has fulfilled all the eligibility conditions given in the advertisement and application is subject to subsequent scrutiny and the application can be rejected, if the applicant is found to be not fulfilling the eligibility conditions at any point of time.

Applicants are advised to visit the website of NALSA and check their E-mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with NALSA should be avoided.

EXAMINATION FEE (Non-Refundable)

Sr. No.	Category	Male	Female
1.	General / OBC	₹ 500/- (plus applicable bank charges)	Nil
2.	SC / ST / PwD	Nil	Nil

Requisite fee must be paid online on or before the last date and time fixed for the purpose. No other mode of payment of fee is admissible. The fee once paid will not be refunded in any case. The applicant must retain the 'Fee Deposit Receipt' in original for future use.

DATE OF EXAMINATION

The Written test and Skill test examination is likely to be conducted in the month of May to June 2022. The exact date will be notified on the website of NALSA. (www.nalsa.gov.in) and candidates are advised to regularly visit the website. However, the month of examination may be changed as per administrative exigencies. Written examination and Skill test can be conducted anywhere in the Delhi / NCR or as per the availability of the Institutes.

LAST DATE

The applicant who fulfils the prescribed educational qualification and other eligibility conditions may apply online upto 30.04.2022 (10:00 PM).

Applicants are advised in their own interest to apply online much before the closing date and not to wait till the last date for and completion to avoid the possibility of disconnection/inability/failure to log on the website on account of heavy load on internet / website jam. NALSA shall not be responsible, if any applicant failed to apply or complete the Registration process due to aforementioned reasons. The cut-off date to apply for the post is sacrosanct, relief to the candidate to apply after cutoff date will not be granted under any circumstances.

Note: Online Application with requisite fees are compulsory to be completed within the prescribed period as aforementioned, failing which the candidature of the applicant will not be acceptable.

IMPORTANT INSTRUCTIONS

1. The application can be submitted through online mode only. No other means/mode of submitting applications will be accepted or entertained in paper form, which is sent to the NALSA.
2. A candidate whether he/she belongs to General or Reserve Category can submit only one application for a particular category. In case, more than one application is received, his/her all applications may be rejected.
3. The conditions of employment/service, reservation and all other conditions of recruitment not covered in the above notice shall be regulated as per the Government of India Rules as amended from time to time.

4. Merely satisfying the eligibility criteria does not entitle the applicant to be called for examination. Hon'ble Central Recruitment Committee reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
5. The admission of applicants at all stages of the recruitment process will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. If on verification at any stage before or after the said process and even after the completion of selection process, if it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any further notice and with consequential effect.
6. No TA/DA shall be paid to the applicants for appearing in the exam and checking of original testimonials/interaction.
7. Category once filled by the candidates shall be sacrosanct and no change shall be permitted at any stage of the recruitment process thereafter.
8. An online application which is incomplete in any respect shall liable to be rejected summarily.
9. The candidates are advised to visit website of NALSA for updates and to check their Email (inbox as well as spam box) regularly. It shall be the responsibility of the candidates to keep them updated about the same. NALSA shall not be responsible in any manner in case, candidate could not appear in the exam/any other stage due to non-visiting of website of NALSA i.e. www.nalsa.gov.in where important information regarding different stages in uploading/ or for getting the E-mail in spam box of email account of the candidate.
10. The result will be displayed only on the website www.nalsa.gov.in
11. The number of vacancies may be increased or decreased at any time before the completion of selection process without giving any prior notice to the candidates.
12. The applicant should fulfil the condition of qualification on the last date of receipt of applications i.e., 30.04.2022.
13. The original documents shall be produced by the candidates as and when demanded.
14. The Hon'ble Committee reserves the right to alter/modify or change any of the terms and conditions including the selection criterion as spell out in the advertisement.
15. No candidate is allowed in the examination centres with mobile & other baggage material during the written and the skill test.

Kamal Singh
Under Secretary
National Legal Services Authority