

**GOVERNMENT OF N.C.T. OF DELHI**  
**DELHI SUBORDINATE SERVICES SELECTION BOARD**  
**FC-18, INSTITUTIONAL AREA, KARKARDOOMA, DELHI-110092**

No. F.5(11)/2024/DSSSB/Admn./1704

Dated: - 20/09/2024

Draft Recruitment Rules for the post of Legal Assistants in Delhi Subordinate Services Selection Board approved by the Services Department, GNCTD.

**NOTICE**

In terms of the Services Department – IV, Govt. of NCT of Delhi Circular No. F.2(1)/RRs/ 2021/ S-IV/676-680 dated 06.04.2021, the proposal for framing of 06 posts of Legal Assistants, Group 'B' Non-Gazetted in Delhi Subordinate Services Selection Board has been approved by the Services Department. The stakeholders are hereby invited to give their comments, if any, on the Draft Recruitment Rules to this Department within 30 days from date of uploading Draft Recruitment Rules, in following format:

S. No./Column No. of proposed Notification/ Schedule of RRs to the post of Legal Assistants in DSSSB	Comments
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After completion of 30 days, the Draft Recruitment Rules will be placed/ before the Competent Authority for taking approval for notifying in Delhi Gazette as per Law, Rules and procedure prescribed.

**Encl: As above**

  
**(JITENDER KUMAR)**  
**SECTION OFFICER (ADMN)**

**To**

**The System Analyst,  
IT Branch, DSSSB  
(For uploading on DSSSB official website)**

**DRAFT RECRUITMENT RULES FOR THE POST OF LEGAL ASSISTANT IN THE DELHI SUBORDINATE SERVICES SELECTION BOARD , GOVT. OF NCT OF DELHI**

<b>S.N</b>	<b>Particulars</b>	<b>Description</b>
01	Name of the post	<b>LEGAL ASSISTANT</b>
02	Number of posts	06* (2024) *subject to variation dependent on workload
03	Classification	General Central Service, Group 'B' Non-Gazetted, Non-Ministerial
04	Scale of pay	Level-6 ( Rs. 35400-112400) In the pay matrix
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	Not exceeding 30 years. (Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government) <b>Note:1</b> The crucial date for determining the age limit shall be as advertised by DSSSB/Competent Authority.
07	Educational and other qualifications required for direct recruits	<b>Essential :</b> i) Degree in Law from a recognized University. ii) Two years experience as Legal Practitioner or one year experience in handling legal work in a Government Department/PSU.  Note: 1. The qualifications are relaxable at the discretion of DSSSB/Competent Authority for the reasons to be recorded in writing, in the case of candidates otherwise well qualified.  Note: 2. The qualification(s) regarding experience is/are relaxable at the discretion of DSSSB/Competent Authority for the reasons to be recorded in writing, in case of candidates belonging to Scheduled Caste or Scheduled Tribe, if at any stage of selection the DSSSB/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved from them.
08	Whether age & educational Qualifications prescribed for direct Recruits will apply in the case of Promotees	Not applicable

09	Period of probation, if any	Two year
10	Method of recruitment: Whether By direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	Direct recruitment - 100% Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more may be filled on deputation basis from officers of Central Govt./ State Govt./ UTs holding analogous post on regular basis in the parent cadre/ department and possessing the educational qualifications prescribed for direct recruits under column 7. (The maximum age-limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.)
11	In case of recruitment by promotion/ Deputation/transfer, grades from which promotion/deputation/ transfer to be made;	Not applicable
12	If a DPC exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Consultation with UPSC is not necessary