



DELHI HIGH COURT LEGAL SERVICES COMMITTEE

33-38, Lawyers' Chamber, Delhi High Court, New Delhi

Tel. No. 23383418, 43010101 Extn. 4381

Email : dhclsc-dhc@nic.in/ hclsthebest@yahoo.co.in

Website : www.dhclsc.org



No. 431/DHCLSC/2026/2333

12th October, 2026

Portal/web-link for submission of online applications shall be opened on 15th October 2026 at 10:00 A.M. to 07th November, 2026 by 05.00 P.M.

Notice regarding engagement of Legal Assistant on short-term contractual basis

ADVERTISEMENT

Applications are invited from eligible candidates for engagement as Legal Assistant in the Delhi High Court Legal Services Committee (DHCLSC) on a short-term contractual basis. The engagement shall be governed by the eligibility criteria and terms and conditions specified below.

A. Essential Qualifications

1. The candidate must possess a Bachelor's Degree in Law (LL.B.), obtained from a Law School/College/University/Institution recognized by the Bar Council of India for enrolment as an Advocate, with at least 60% marks.
2. The candidate must have passed the LL.B. degree after March 2023.
3. Candidates pursuing the final year of their LL.B. degree shall also be eligible to apply, subject to furnishing proof of having acquired the requisite qualification at the time of interview or before joining the assignment as Legal Assistant.
4. The candidate must possess a good working knowledge of MS Word, MS Excel and MS PowerPoint.

B. Age

The candidate must not be above 27 years of age as on the last date of receipt of applications, i.e., 31st October, 2026.

C. Remuneration

The selected candidate shall be paid a fixed consolidated remuneration of ₹60,000/- (Rupees Sixty Thousand only) per month during the period of engagement.

D. Job Profile

The Legal Assistant shall assist the Delhi High Court Legal Services Committee in matters relating to the processing, coordination and monitoring of legal-aid cases, particularly those concerning convicts seeking legal aid. The duties and responsibilities shall, inter alia, include:

- a. Keep track of all the applications seeking legal aid by convicts through HCLSC on daily basis and maintain data base in soft form.
- b. Obtain all the documents, preferably soft form, and information of the convicts which are required for filing of appeals before the Supreme Court or the High Court.
- c. Collect documents of trial courts translated in English immediately.
- d. Keep track of cases on daily basis in which conviction has been upheld by the High Court.
- e. Get all the documents in digitized format and send to the SCLSC through e-mail, if required by the SCLSC or the Convict applies for legal aid in SCLSC through HCLSC.
- f. Keep regular follow up with the SCLSC, Jail Authorities and Jail Visiting Advocates of DHCLSC and keep track on progress in assigning, finalising the draft, Appeal and filing of the Appeal including preparation of complete paper book with requisite translation.
- g. Performing any other duties and responsibilities as may be assigned by the Committee, in connection with the functioning of the Committee.

E. Terms and Conditions

1. The initial period of engagement shall be six months, which may be extended, subject to satisfactory performance, work assessment and the requirements of the Committee, for a further period, with the total period of engagement not exceeding two years.

2. The engagement shall be purely contractual in nature and shall not confer any right upon the selected candidate to claim regular appointment or continuance in service in the DHCLSC or the Delhi High Court.
3. The engagement may be discontinued at any time by the Committee, without prior notice, if the services of the Legal Assistant are found to be unsatisfactory by the Committee.
4. The selected candidate shall be required to devote full time to the assignment and shall not undertake any other profession, employment, service or engagement during the period of contractual engagement.
5. The selected candidate shall maintain confidentiality and shall not disclose any information, record or document that comes to their knowledge during the course of engagement, except as required in the discharge of lawful duties.
6. The selected candidate shall maintain discipline, integrity, punctuality and a high standard of professional conduct throughout the period of engagement.

F. Leave and Attendance

1. The Legal Assistant shall be entitled to two days of leave per month during the period of engagement.
2. In the event of leave exceeding the permissible limit, a proportionate deduction shall be made from the monthly remuneration.
3. Unavailed leave shall neither be carried forward to any extended period of engagement nor be encashed.
4. The usual office hours shall be from 10:00 A.M. to 5:00 P.M., Monday to Saturday. The Legal Assistant shall maintain punctuality and regular attendance and shall comply with the directions issued by the Committee from time to time.

G. Method of Selection

1. The selection of candidates shall be made on the basis of an interview of the short-listed candidates.
2. The Committee reserves the right to adopt such procedure for selection as may be considered appropriate.
3. The decision of the Committee regarding the selection of candidates shall be final.

H. How to Apply

Interested candidates may apply only through online mode i.e. weblink given below w.e.f. **15th October, 2026** at 10:00 AM to **07th November, 2026** at 05:00 PM. :

<https://forms.gle/GkpvW3PmqFXGQGfH9>

Applications received through any other mode like hard copy of application, e-mail etc., shall not be considered.

I. General Instructions

1. The engagement as Legal Assistant shall be a full-time assignment, purely on a contractual basis.
2. The selected candidate may be required to work beyond normal office hours, depending upon the exigencies of work. No overtime or additional remuneration shall be payable for the same.
3. No TA/DA shall be payable to candidates appearing for the interview.
4. The Committee reserves the right to modify, amend or cancel the advertisement or the selection process, in whole or in part, without assigning any reason.
5. Mere fulfilment of the prescribed eligibility criteria shall not entitle a candidate to be called for an interview or to be selected for the engagement.
6. The Committee reserves the right to reject any application that is incomplete, contains incorrect information or does not conform to the prescribed eligibility criteria.
7. Any canvassing or attempt to influence the selection process shall result in disqualification of the candidate.
8. The selected candidate shall be required to produce original documents in support of educational qualifications, age and other particulars at the time of interview or joining, as directed by the Committee.
9. In all matters relating to the engagement, the decision of the Delhi High Court Legal Services Committee shall be final.

This issues with approval of Hon'ble Chairperson, DHCLSC.

Date : 12.10.2026

Sd/-
Secretary, DHCLSC