

OFFICE OF THE REGISTRAR, COOPERATIVE SOCIETIES  
GOVT. OF NCT OF DELHI, OLD COURT BUILDING  
PARLIAMENT STREET, NEW DELHI -110001

F.NO. 5/6/2025/ESTH./LA/COOP./626  
Computer No. 107806848


DATED: 25/03/2026

NOTICE

Registrar Cooperative Societies, Govt. of NCT of Delhi intends to engage Legal Assistant, purely on Contract basis against the vacant post of Legal Assistant in this Department.

The application form alongwith detailed notice can be downloaded from the official website of the department i.e. <https://rcs.delhi.gov.in/rcs/recruitment>.

The duly filled application form should be submitted at the office of Registrar Cooperative Societies on working days between 09:30am to 06:00pm before last of application i.e. **08.04.2026**.

  
(PARMOD KUMAR)  
DEPUTY REGISTRAR (ADMN.)

Copy to:-  
1. DRCS(IT) with the request to upload the same on the website of the department.

**GOVT.OF NCT OF DELHI**  
**REGISTRAR COOPERATIVE SOCIETIES**  
**PARLIAMENT STREET: NEWDELHI-10001**

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**NOTICE**

**Detail advertisement for the post of Legal Assistant (Contractual)**

1. Name of the post - Legal Assistant
2. Number of post - 02
3. Tenure - On contractual basis (initially for a period of one year extendable on yearly basis till the posts are filled up on regular basis)
4. Age limit - Not exceeding 30 years. (Relaxable for Government servant upto 5 years in accordance with the instructions or orders issued by the Central Government)  
**Note : 1 The crucial date for determining the age limit shall be the last date of filing of application.**
5. Essential qualifications - (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 post acquiring Law Degree.

Note- 1: Qualifications are relaxable at the discretion of Competent Authority in case of candidates otherwise well qualified.

Note-2: The qualification(s) regarding experience is/are relaxable at the discretion of Competent Authority in case of candidates belonging to Scheduled Caste or Scheduled Tribe, if at any stage of selection the 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 vacancies reserved for them.

6. Desirable/  
Preferable - At least two years experience in handling legal work/matter related to cooperative societies in NCT of Delhi.
7. Emolument - Pay - Rs.35,400/- \*  
Dearness Allowance @ 58% - Rs.20,532/- \*\*  
(current DA rate)  
\* minimum pay in the Pay Level – 6.  
\*\* subject to variation as decided by the govt. from time to time.



8. The willing Legal Assistant having the eligibility criteria are requested to submit the Application Form (Annexure-I). The applications should reach in the office of the Deputy Registrar (Admin), Cooperative Societies, Parliament Street, New Delhi-110001 on or before the last date of submission of application. No application will be entertained after the last date of fixed for submission of the application along with below prescribed self attested documents :-
- a) Duly filled application form (Annexure-I)
  - b) Latest Passport Size Photo
  - c) Last Pay Certificate
  - d) Aadhar card/Pan Card/Passport or any other Govt. Id-card
  - e) Educational Qualification Certificates
9. Job profile - To assist the department in all legal matter and court cases, legal opinion etc.
10. The engagement of Legal Assistant would be on fulltime basis and they would not be permitted to take up any other assignment during the period of engagement. The engagement of Legal Assistant is of a temporary nature and the engagement can be terminated at any time by the Registrar, Cooperative Societies without assigning any reason thereof.
11. The engagement will be done after screening the application or through interview.
12. The Legal Assistant shall not be entitled to any allowance such as House Rent Allowance, reimbursement of Call Charges of Telephone/Mobile, transport facility, Residential Accommodation, Personal Staff etc. No Government Vehicle shall be provided to the Consultants.
13. No TA/DA will be paid for appearing in the interview.
14. The engagement of Legal Assistant shall be subject to sound health and subsequent approval of the Competent Authority under GNCTD.
15. **The last date of application is 08.04.2026 till 06:00 PM.**

**Note : The Registrar, Cooperative Societies reserves all the right to engage the retired govt. servant as Consultant.**



**GOVT. OF NCT OF DELHI  
REGISTRAR COOPERATIVE SOCIETIES  
PARLIAMENT STREET: NEWDELHI-110001**

**APPLICATION FORM**

**For engagement of Legal Assistant**

1. Name in full (in BLOCK Letter) \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Educational qualification \_\_\_\_\_
5. Present Postal address (in block letter) \_\_\_\_\_
6. Telephone No./Mobile No. \_\_\_\_\_
7. E-mail ID, if any \_\_\_\_\_
8. Work experience details :-

Affix latest coloured  
Passport size  
photograph

DESIGNATION OF POST HELD	PERIOD (GIVEN MONTH & YEAR BOTH)	NAME OF THE DEPARTMENT	WORK DONE

I certify that the foregoing information is correct and complete to the best of my knowledge and belief.

**Signature of the Applicant**

Place :

Date :