

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

**REVENUE DEPARTMENT, DELHI**

(GENERAL ADMINISTRATION BRANCH)

5, SHAM NATH MARG, DELHI-54

<http://revenue.delhi.gov.in>

No.F. 1(71)/2025/GA/DC/HQ/Legal Asstt./184

Dated: 29/01/2026

**Advertisement for the post of Legal Assistant (Contractual)**

The Revenue Department, Govt. of NCT of Delhi invites applications for the post of Legal Assistant (Full time) on contract basis till 31.3.2026 and extendable by the Department.

Interested candidates are required to visit to the Department's website <http://revenue.delhi.gov.in> to see the detailed advertisement, application form and required documents. For details, please contact the Section Officer (GA). Incomplete application or those without supporting documents and applications received after the last date shall be summarily rejected.



(RAKESH KUMAR)

ADDL. DISTRICT MAGISTRATE-I (HQ)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**REVENUE DEPARTMENT, DELHI**  
(GENERAL ADMINISTRATION BRANCH)  
5, SHAM NATH MARG, DELHI-54

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DIP/Shabdarth/Classified/0425/25-26

ADVERTISEMENT NOTICE NO.....✓..... DATED. 31.01.2026

Detail advertisement for the post of Legal Assistant (Contractual)

1. Name of the Post : Legal Assistant
2. No. of Post : 12 (twelve)

Name of Post	Total Number of Post	Number of Reserve Post				
		General	SC	OBC	EWS	PwD including
Legal Assistant	12	6	1	3	1	1

3. Type of Appointment : Contractual Full – time
4. Tenure : till 31.3.2026 and extendable by the Competent Authority
5. Salary : Rs. 55,930/-
6. Eligibility criteria : Degree in Law from a recognized University with minimum experience of three years.
7. Job profile : To assist the department in all legal matter and court cases, legal Opinion etc.
8. Documents required : Mentioned in application form
9. Selection process:
  - a. Fill-up Detail Application Form (DAF) by downloading in MS-Word format from the website. Type your credentials and sign it Handwritten applications shall be rejected.
  - b. Attach all the documents mentioned in the check-list with the DAF.
  - c. Scan all the above documents as one set. The scanned documents should be in PDF. Use desktop scanner to scan the documents. PDF must be in legible form and if PDF found illegible will be rejected.
  - d. Email the entire set at [admhq-revenue@delhi.gov.in](mailto:admhq-revenue@delhi.gov.in) also mention the subject in mail- **Application form for the post of Legal Assistant.** Also, submit the entire set to the Department by hand at the Section Officer (GA), O/o the Divisional Commissioner (Revenue Department), 5, Sham Nath Marg, Delhi-110054. **Last date of submitting filled up applications is 09.02.2026 (till 6.00 PM).**
  - e. A scrutiny Committee shall scrutinize and short-list the applicants for the interview.
  - f. The short-listed applicants shall be intimated **for the interview via email only.**
  - g. Final merit-list will be prepared on the basis of your credentials and performance in the interview. List of selected applicants' waiting list candidates shall be put on the website for perusal.
  - h. Final selected applicants shall be awarded appointment letter.



(RAKESH KUMAR)

ADDL. DISTRICT MAGISTRATE-I (HQ)

# APPLICATION FORM

Recruitment for the post of Legal Assistant (Contractual)  
 Advertisement No. DIP/Shabdarth/Classified/0425/25-26 dated 31.01.2026

Personal Details		
1.	Name	Self – attested Passport size coloured photograph (one photograph paste here and other two put in the envelope)
2.	Mother's Name	
3.	Father's Name	
4.	Residential Address	
5.	Work Address	
6.	Mobile Number	
7.	Email- id	
8.	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Others <input type="checkbox"/>
9.	Date of Birth (dd/mm/yyyy)	
Education Qualifications		
10.	<b>Doctorate (if any)</b> a. University/College b. Year c. Name of Degree	

	d. Percentage/CGPA	
11.	<b>Post – Graduate (if any)</b> a. University/College b. Year c. Name of Degree d. Percentage/CGPA	
12.	<b>Graduate (if any)</b> a. University/College b. Year c. Name of Degree d. Percentage/CGPA	
13.	<b>SSC/ 12<sup>th</sup> Board</b> a. Board/Pre-University/School b. Year c. Percentage/ CGPA	
14.	<b>Matriculation/ 10<sup>th</sup> Board</b> a. Board/Pre-University/School b. Year c. Percentage/CGPA	
15.	<b>Any Other Certificates/ Diplomas etc.</b>	
<b>Work experience details:</b>		
16.	<b>Related to Land matters:</b> a. Department/Organization Firm b. Duration	
17.	<b>Related to Court:</b>	



Additional details:		
18.	Category a. General b. OBC (creamy layer/NCL) c. SC d. ST e. PwD f. EWS	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
19.	Aadhar Card No.	
20.	PAN No.	
21.	<b>Check List:</b> a. Attach proof of date of birth mention supporting document name b. Attach proof of doctorate c. Attach proof of Post-Graduation d. Attach proof of Graduation e. Attach 12 <sup>th</sup> certificate f. Attach 10 <sup>th</sup> certificate g. Attach photocopy of Aadhar Card h. Attach photocopy of PAN Card i. Attach supporting document in respect of Category claim j. Attach Work Experience Certificate. k. Self certified list of Civil cases l. Self certified list of civil cases related to land matters. m. Sign. All documents	Yes/No/Not applicable. Yes/ No/ Not applicable <i>Document name</i> Yes/ No/ Note applicable <i>Document name</i> <i>Document name</i> <i>Document name</i> <i>Document name</i> <i>Document name</i> <i>Document name</i> <i>Document name</i> <i>Document name</i> Yes/No Yes/No Yes/No

18.

a. General

11

b. OBC (creamy layer/NCL)

11

c. SC

d. ST

e. PwD

f. EWS

19.

Aadhar Card No.

20.

PAN No.

21.

### Check List:

a. Attach proof of date of birth  
mention supporting document  
name

Yes/No/Not applicable.

b. Attach proof of doctorate

Yes/ No/ Not applicable

Document name

c. Attach proof of Post-Graduation

Yes/ No/ Note applicable

*Document name*

d. Attach proof of Graduation

*Document name*

e. Attach 12<sup>th</sup> certificate

*Document name*

f. Attach 10<sup>th</sup> certificate

*Document name*

g. Attach photocopy of Aadhar Card

*Document name*

#### h. Attach photocopy of PAN Card

*Document name*

i. Attach supporting document in respect of Category claim

*Document name*

j. **Attach Work Experience Certificate.**

*Document name*

k. Self certified list of Civil cases

Yes/No

I. Self certified list of civil cases related to land matters.

*Yes/No*

m. Sign. All documents

*Yes/No*

**Self-declaration:**

22.	<i>I, hereby declare that all the above information submitted by me is true to the best of my knowledge. If at any stage of employment.</i>	23. <b>Name and Signature with date</b>
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