

भारत सरकार Government of India  
विधि एवं न्याय मंत्रालय Ministry of Law & Justice  
विधि कार्य विभाग Department of Legal Affairs  
शास्त्री भवन Shastri Bhawan  
नई दिल्ली New Delhi-110001

F.No.15011/5/2021-NC

Dated-29.07.2021

**OFFICE MEMORANDUM**

Sub.: Extension of the date filling up of Online Applications for appointment of central notary public

The undersigned is directed to refer to this Department's O.M. of even No. dated 28.04.2021 and Corrigendum dated 13.05.2021 (copies enclosed) inviting Online Applications for appointments of central notary public for which last date of receipt of Online Applications was **30<sup>th</sup> June, 2021** and to say that in view of COVID-19 Pandemic situation, it has been decided to extend the last date of filling the Online notary application till **31st August, 2021**.

2. In the above context, it is clarified that -

- Eligible applicants may only apply ONLINE at the webpage of Notary Cell (<https://legalaffairs.gov.in/notary-cell>).
- The erstwhile procedural requirements of forwarding of Online Application through District Judge/Presiding Officer and obtaining signatures of five prominent people have been dispensed with.
- Candidates who have already filled up the Online Application for appointment as Central Public Notary **need not apply** again.
- No physical/hard copies of the Online Application Form /Acknowledgement or any other document relating to Application Form are required to be forwarded to the Notary Cell, New Delhi.
- No copies of Online Applications are required to be forwarded to the e-mail addresses of any of the officials of this Department.

- After final submission of the Online Application Form, Application Acknowledgement must compulsorily be generated and a printed copy of the Online Application Form and Application Acknowledgement may be kept for record.
- The eligible Applicants will be duly intimated by post/e-mail for attending the Interview individually, as and when dates and venue of the Interview for particular State/UT are finalized. No inquiries in this regard will be entertained.

4. It is requested to circulate this OM widely, amongst the eligible legal practitioners/ advocates in the Bar Associations/ Courts. Queries/clarifications, if any, in this regard may be addressed to-

**Notary Cell,  
Department of Legal Affairs, Fourth Floor,  
Middle Wing, Janpath Bhawan, Janpath,  
New Delhi-110001  
Ph.- 011-21401256, 21401259  
E-mail: notarycell-la@nic.in**

Enclosed-As stated



**(T.K.Malik)**

Deputy Legal Adviser & Competent Authority

Copy to:-

1. Secretary, Bar Council of India.
2. Secretary, all the State/ UTs Bar Council.
3. Registrar General, Supreme Court of India.
4. Registrar, all the High Courts.

**F.No.15011/5/2021-NC**  
**Ministry of Law and Justice**  
**Department of Legal Affairs**  
**Notary Cell**  
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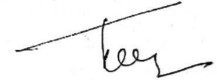
**CORRIGENDUM**

**Sub.-Inviting applications for appointment of Central Notary Public by Government of India**

Reference is invited to OM of No. F.No.15011/5/2021-NC dated 28.04.2021 (copy enclosed) on the above noted subject matter.

2. In this regard, it is clarified that those candidates who have already filled up the Online Application for appointment as Central Public Notary **need not apply** again. The applicants who were unsuccessful in the earlier Interview Process, are required to apply afresh.
3. Queries/clarification in this regard may be addressed to **notarycell-la@nic.in**

Enclosed-As Stated



**(T.K.Malik)**

Dy. Legal Adviser & Competent Authority  
Dated-13.05.2021

Notary Cell, Department of Legal Affairs,  
Ministry of Law & Justice, 4th Floor,  
Middle Wing, Janpath Bhawan,  
Janpath, New Delhi-110001  
011-21401259  
notarycell-la@nic.in

To-

1. Secretary, Bar Council of India
2. Secretary, Bar Council of respective States/UT's-as per list
3. Registrar General, Hon'ble Supreme Court of India
4. Registrar, High Courts of respective States-as per list



भारत सरकार Government of India  
विधि एवं न्याय मंत्रालय Ministry of Law & Justice  
विधि कार्य विभाग Department of Legal Affairs  
शास्त्री भवन Shastri Bhawan  
नई दिल्ली New Delhi-110001

Ph.:011-23384101, E-mail-verma.rs@nic.in

F.No.15011/5/2021-NC

Dated- 28/04/2021

### **OFFICE MEMORANDUM**

#### **Sub.-Inviting applications for appointment of Central Notary Public by Government of India**

Government of India, Ministry of Law & Justice, Department of Legal Affairs, Notary Cell invites applications for appointment of Central Notary Public from eligible legal practitioners/Advocates for the various States/Union Territories.

2. Eligible applicants may apply ONLINE at the webpage of Notary Cell (<https://legalaffairs.gov.in/notary-cell>) by **30<sup>th</sup> June, 2021**. Online applications received **after 30<sup>th</sup> June, 2021** shall not be entertained.

3. You are requested to circulate widely, the same amongst the eligible legal practitioners/Advocates in the various Bar Associations/Courts of your concerned State/Union Territories.

**(Rajveer Singh Verma)**

Additional Secretary to the Govt. of India

To-

1. Secretary, Bar Council of India
2. Secretary, Bar Council of respective States/UT's-as per list
3. Registrar General, Hon'ble Supreme Court of India
4. Registrar, High Courts of respective States-as per list

## BRIEF INSTRUCTIONS FOR FILLING UP ONLINE NOTARY APPLICATION

- Eligible applicants may apply ONLINE at the webpage of Notary Cell (<https://legalaffairs.gov.in/notary-cell>).
- The erstwhile procedural requirements of forwarding of Online Application through District Judge/Presiding Officer and obtaining signatures of five prominent people have been dispensed with.
- Candidates who have already filled up the Online Application for appointment as Central Public Notary **need not apply** again.
- No physical/hard copies of the Online Application Form /Acknowledgement or any other document relating to Application Form are required to be forwarded to the Notary Cell, New Delhi.
- No copies of Online Applications are required to be forwarded to the e-mail addresses of any of the officials of this Department.
- After final submission of the Online Application Form, Application Acknowledgement must compulsorily be generated and a printed copy of the Online Application Form and Application Acknowledgement may be kept for record.
- The eligible Applicants will be duly intimated by post/e-mail for attending the Interview individually, as and when dates and venue of the Interview for particular State/UT are finalized. No inquiries in this regard will be entertained.
- Queries/clarifications, if any, may be addressed to-

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Ph.- 011-21401256, 21401259  
E-mail: notarycell-la@nic.in**

## महत्वपूर्ण निदेश:

- पात्र आवेदक नोटरी सेल के वेबपेज (<https://legalaffairs.gov.in/notary-cell>) पर केवल ऑनलाइन आवेदन कर सकते हैं।
- जिला न्यायाधीश/ पीठासीन अधिकारी के द्वारा ऑनलाइन आवेदन को अग्रेषित करने और पांच प्रतिष्ठित लोगों के हस्ताक्षर प्राप्त करने की पूर्व प्रक्रिया को समाप्त कर दिया गया है।
- जिन उम्मीदवारों ने केन्द्रीय पब्लिक नोटरी के रूप में नियुक्ति के लिए पहले ही ऑनलाइन आवेदन किया हुआ है उन्हें पुनः आवेदन करने की आवश्यकता नहीं है।
- ऑनलाइन आवेदन की वास्तविक/ हार्ड प्रति/ आवेदन फॉर्म से संबंधित अन्य किसी दस्तावेज की अभिस्वीकृति नोटरी सेल, नई दिल्ली को अग्रेषित करने की आवश्यकता नहीं है।
- ऑनलाइन आवेदनों की प्रतियों को इस विभाग के किसी भी अधिकारी की ई-मेल पर अग्रेषित किया जाना अपेक्षित नहीं है।
- ऑनलाइन आवेदन फॉर्म को अंतिम रूप से जमा करने के बाद आवेदन की पावती को जेनरेट करना अनिवार्य है तथा ऑनलाइन आवेदन फॉर्म के प्रिंट की एक प्रति और आवेदन की पावती को रिकार्ड हेतु रखा जा सकता है।
- राज्य/ संघ क्षेत्र राज्य हेतु साक्षात्कार की तारीख और स्थान सुनिश्चित हो जाने पर पात्र आवेदकों को व्यक्तिगत रूप से साक्षात्कार में उपस्थित होने हेतु डाक/ ई-मेल द्वारा सूचित कर दिया जाएगा। इस संबंध में किसी भी पूछताछ पर विचार नहीं किया जाएगा।

4. इस संबंध में प्रश्न/ स्पष्टीकरण, यदि कोई हो, तो निम्नलिखित पते पर भेजा जा सकता है:-

नोटरी सेल  
विधि कार्य विभाग, चौथा तल,  
मिडिल विंग, जनपथ भवन, जनपथ,  
नई दिल्ली - 110001  
दूरभाष - 011-21401256, 21401259  
ई-मेल- notarycell-la@nic.in