



DISTRICT LEGAL SERVICES AUTHORITY
THENI.

DLSA.No.1254/2023

Dated: 05-06-2023

Ref: TNSLSA No.3910/S3/ 2022. Dated: 02-06-2023

NOTIFICATION NO.1 OF 2023

Applications are invited from eligible persons to work full time on contract basis for a period of Two Years in “**LEGAL AID DEFENSE COUNSEL SYSTEM**” dealing exclusively with Legal Aided matter in Criminal Cases , proposed to be established in the District Legal Services Authority, Theni . Details of the name of the Post and number of requirement are given below;

S.No	NAME OF THE POST	No. of Post
1.	Office Assistants /Clerks	02
2.	Receptionist –cum-Data Entry Operator(Typist)	01
3.	Office Peon(Munshi/Attendant)	01

Important Dates:

Date of Notification	05-06-2023
Last date for submission of Application	15-06-2023

Explanation:

Legal Aid Defense Counsel System(LADCS) is established for providing Legal aid, assistance and representation in criminal matters in line with “Public Defender System” and also for providing legal services from the early stages of criminal justice till appellate stage, which include visits to jails from catering to the Legal needs of unrepresented inmates. And it is an end to end legal services and it shall be provided the following services;

- Legal Advice and assistance to all individuals visiting the office,
- Representation/Conducting trial and appeals including all miscellaneous work in all sessions, Special and Magistrate Courts including executive Courts,
- Handling remand and Bail work,
- Providing legal assistance at pre-arrest stage as per NALA’s scheme for providing such assistance,
- Any other legal aided work related to District Courts or as assigned by the secretary DLSA
- Periodic visit of Prisons of the district under the guidance of the Secretary, DLSA

ELIGIBILITY & QUALIFICATION:

The persons applying for the posts in Legal Aid Defense Counsel System (LADCS),

He / She;

1. Must be a citizen of India and Local resident of Theni District
2. Should not be less than 21 years as on the date of Notification

and others eligibility and education qualifications as follows;

1. Office Assistant/ Clerks:

He / She must have ;

- Graduation of Any degree
- Basic word processing skills and the ability to operate computer
- Typing speed of 40 WPM,
- Ability to take dictation and entering data.
- File maintenance and processing knowledge.

2. Receptionist-cum- Data Entry Operator

He / She must have ;

- Graduation in Any degree
- Excellent verbal and written communication skills,
- Word processing abilities,
- The ability to work telecommunication system (Telephones, Fax, Machines, switchboards etc.,)
- Proficiency with good typing speed.

3. Office Peon (Munchi / Attendant)

He /She must have

- Pass 8th Standard
- Ability in cleaning and to do hospitality related works

PROCEDURE FOR SELECTION:

Legal Aid Defense Counsels and other posts shall be engaged;

1. On contract basis in district initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance.
2. The selection of Receptionist Cum Data Entry Operator, Office Assistant, and Office peon will be based on merit, taking into account the educational Qualification, Computer knowledge, skills and experience of candidates.
3. The selection shall be carried out by selection committee under the Chairmanship of the Principal District & Sessions Judge (Chairman, DLSA) as

envisaged in NALSA (free and competent Legal Services) Regulations 2010, subject to final approval by the Executive Chairman, TNSLSA.

WORK PROFILES:

a) Clerk / Office Assistant

1. Keeping updated record of legal aided cases
2. Uploading the updated record/progress of the legal aid cases on NALSA portal.
3. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
4. Typing bail applications, petitions, etc.
5. Doing ministerial work related to cases such as filling applications for copies of orders, judgement etc,
6. Any other task assigned by the Chief Legal Aid Defence Counsel.
7. Any work/duty assigned by Legal Services Authority.

b) Receptionist –cum- Data Entry Operator

1. Greeting clients and visitors and answering visitor inquiries.
2. Answering and routing incoming calls on a multi-line telephone system.
3. Scheduling and routing legal aid seekers.
4. Maintaining the waiting area, lobby or other office areas.
5. Scanning, Photocopying, faxing.
6. Collecting and routing mail and hand-delivered packages.
7. Answering face-to-face enquiries and providing information when required.
8. Uploading, at the initial point, Legal aided cases on NALSA portal and updating the information from time to time.
9. Any work/duty assigned by Legal Services Authority.

c) Office Peon(Munshi/Attendant)

1. Cleaning the office before the commencement of office hours.
2. Ensuring that all places in the office are kept clean.
3. Brining and serving water, beverages to the visitors in the Office.
4. Carrying dak etc.
5. Any other work assigned by Legal Services Authority.

TERMINATION OF SERVICES

Services of Legal aid defence counsel engaged in the office of Legal Aid Defence Counsel System can be terminated at any time, without any prior notice in the following cases:

1. He/she substantially breaches any duty or service required in the office.

2. Seeks or accepts any pecuniary gains from the legal aid seekers or beneficiary his friend or relative.
3. Charged or Convicted for any offence.
4. Indulges in any type of political activities.
5. Found incapable of rendering professional services of the required standards.
6. Failure to attend training programmes without any sufficient cause.
7. Indulges in activities prejudicial to the working of legal aid defence counsel office.
8. Using his/her position in legal aid defence counsel office to secure unwarranted privileges or advantages for him/herself or others.
9. Acts in breach of code of ethics.
10. Remains absent without leave for more than two weeks.

Estimated Salaries :

S.No	NAME OF THE POST	Monthly Salary
1.	Office Assistants /Clerks	RS.15,000/-
2.	Receptionist –cum-Data Entry Operator(Typist)	RS.15,000/-
3.	Office Peon(Munshi/Attendant)	RS.12,000/-

HOW TO APPLY:

The standard form of application annexed with this notification shall be used for apply the post along with two number of passport photographs and the applicants shall enclose self-attested photocopies of educational qualification along with experience certificate.

SUBMISSION OF APPLICATION:

The duly filled application in the prescribed format along with self-attested copy of certificates and all other supportive documents should be submitted in person (or) by post on or before 15.06.2023, 5:00 p.m. to the following address:

“CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
ADR Building, Integrated District Court Campus,
Lakshmipuram , Theni-625 523

Super scribe the envelope as **“Application for the post of**

in Legal Aid Defense Counsel System (LADCS) in DLSA , Theni

The applicants should submit the mobile/ contact number in their applications for further required communication, if any.

Incomplete application will be rejected without assigning any reasons. No application will be entertained after the last date fixed.

(Sd/-Thiru.C.SANJAI BABA)
Chairman /Principal District Judge
District Legal Services Authority
Theni

Date:05-06-2023

Place: Theni

Copy to :

1. Public Relation Officer, District Collectorate for publish in the Official Website of District
2. System Analyst , District Court for publish in District Court Website
3. Notice Board of District Court, Theni
4. Notice board of District Legal Services Authority, Theni
5. File.

