

**DISTRICT LEGAL SERVICES AUTHORITY
KRISHNAGIRI**

Combined Court Buildings
Krishnagiri - 635 002

Phone : 04343 – 225069
EMail:- dlsakrishnagiri@gmail.com



NOTIFICATION NO. 2/2023

As per the direction of the Tamil Nadu Legal Services Authority No.3910/S3/2022, Dated: 02.06.2023. Applications are invited from eligible persons to work full time on contract basis for a period of Two Years as an Receptionist-cum-Data Entry Operator(Typist) with a stipulation of extension on yearly basis on satisfactory performance in “**LEGAL AID DEFENSE COUNSEL SYSTEM**“ dealing exclusively with Legal Aid matter in Criminal Cases of the District or Head Quarters. It shall be provide Legal Services from the early stages of criminal justice till appellate stage, and the same shall include visits to jails from catering to the Legal needs of unrepresented inmates.

Details of the Code Number, Name of the Post and Number of requirements are given below,

Code. No	NAME OF THE POST	No. of Post	Salary per Month
05	Receptionist -cum-Data Entry Operator(Typist)	01	Rs.17,000/-
Date of Notification		05-06-2023	
Last date for submission of Application		16-06-2023 till 5:45 p.m.	

I. Scope of Work:-

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. It is an end to end legal services and it shall be providing 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 Magistrate Courts,
- Assisting the accused at the time of remand and getting bail.
- Providing legal assistance at pre-arrest stage as per NALSA's scheme for providing such assistance,
- Any other legal aid 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

II. Eligibility & Qualification:-

The Persons applying for the post of Receptionist-cum-Data Entry Operator(Typist) in Legal Aid Defense Counsel System(LADCS),Candidate; must have

1. Must be a Citizen of India.
2. Should not be less than 21 years as on the date of Notification and other eligibility and educational qualification as follows;

II(a). Code No.5 Receptionist-cum- Data Entry Operator(Typist):-

Candidate 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.

II(b). Work Profiles:-

Receptionist –cum- Data Entry Operator(Typist):-

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 District Legal Services Authority

III. Code of Ethics:-

Personnel engaged in the office of Legal Aid Defense Counsel shall observe the following conditions/code of ethics:

1. No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
2. No personnel shall willfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during the fulfillment of his/her official duties and which is not available to members of the general public.
3. No personnel within the office of Legal Aid Defense Counsel shall make use of his/her office or employment for the purpose of promoting or advertising any outside activity.
4. No personnel within the office of Legal Aid Defense Counsel shall solicit, agree to accept or accept, whether directly or indirectly, any gift favour, service, or other thing of value under circumstances from which it might be reasonably inferred that such gift, service, other thing of value was given or offered for the purpose of influencing him/her in, or rewarding him/her for, the discharge of his/her official duties.
5. Personnel within the office of Legal Aid Defense Counsel **shall not engage in any outside activity or act as an independent practitioner.**
6. Legal Aid Defense Counsel shall devote his/her full time to his/her duties for the office of the Legal Aid Defense Counsel and shall not engage in private practice of law during the term of Employment.
7. Every personnel of the office of Legal Aid Defense Counsel shall strive to preserve the public's confidence in the office's fair and impartial execution of its duties and responsibilities.

IV. Selection Procedure:-

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 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 Hon'ble Executive Chairman, TNSLSA.

V. Termination Of Services:-

Services of any human resources/staff engaged in the office of Legal Aid Defense 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 aidseekers or beneficiary or 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 defense counsel office.
- 8.Using his/her position in legal aid defense 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.

VI. Submission Of Application:-

The standard form of application annexed with this notification shall be used for applying the post. Two number of passports size photographs self-attested photocopies pertaining to the Academic qualification and Experience certificates, if any, shall be enclosed.

The duly filled up application in the prescribed format along with self-attested copy of certificates and all other supportive documents, testimonials

should be submitted/reached in person (or) by post on or before **5:45 p.m., on 16-06-2023** to the following address.

**CHAIRMAN/ PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
Combined Court Building , Krishnagiri-635 002.**

The applicant should mention the Code Number at the top of the envelope and to furnish the Mobile Number and E-Mail ID in their applications for further communication. Individual communication regarding the date, time of certificate verification and interview will not be sent to the applicants by post. The details will be made available on our district court website <https://districts.ecourts.gov.in/dlsakrishnagiri>. Applicants will be informed of the above facts only through E-Mail communication and they should watch the above website in this regarding.

Incomplete application will be rejected without assigning any reasons. No application will be entertained after **5:45 p.m., on 16-06-2023** .

Date : 05-06-2023
Place : Krishnagiri


Chairman/Principal District Judge,
District Legal Services Authority
Krishnagiri

Copy to:-

1. All TLSC's in Krishnagiri District
2. The Public Relation Officer(with a request to give wide publicity of the above notification/this NEWS in English and Tamil News Papers)
3. System Analyst , District Court to publish in District Court Website
4. Notice board of District Legal Services Authority, Krishnagiri
5. District Employment Officer, Krishnagiri(for publication).

விண்ணப்படிவம்
சட்ட உதவி எதிர்காப்பு வழக்கறிஞர் முறைமை
(Legal Aid Defense Counsel System)
மாவட்ட சட்டப்பணிகள் ஆணைக்குழு, கிருஷ்ணகிரி

		சமீபத்தில் எடுக்கப்பட்ட பாஸ்போர்ட் அளவிலான புகைபடம் ஒட்டவும்			
1	விண்ணப்பிக்கும் பதவியின் பெயர்	:			
2	விண்ணப்பதாரரின் பெயர்	:			
3	தந்தை /கணவர்பெயர்	:			
4	பிறந்த தேதி	:	தேதி	மாதம்	வருடம்
5	தேசிய இனம்(Nationality)	:			
6	தகவல் தொடர்புக்கு குறிப்பிடவும்:-	:			
6(அ)	தொலை பேசி எண்	:			
6(ஆ)	அலைபேசி எண்	:			
6(இ)	மின்னஞ்சல் முகவரி	:			
7	பாலினம்	:			
8	தாய் மொழி	:			
9(அ)	கல்வித்தகுதி (பட்டப்படிப்பு சான்றிதழ் மற்றும் இதர கல்விசான்றிதழ்களின் சுயசான்றொப்பமிட்ட நகல்களை இணைக்கவும்	:	ஏறு வரிசைப்படி கல்வித்தகுதி விவரங்களை குறிப்பிடவும் 1. 2. 3.		

9(ஆ)	இதர கூடுதல் தகுதிகள் : ஏதுமிருப்பின் அதற்கான சான்றிதழ்களின் சுயசான்றொப்பமிட்ட நகல்களை இணைக்கவும்		
10	நிரந்தர முகவரி :		
11	விண்ணப்பதாரர் கைது : செய்யப்பட்டவர்/ பிணையில் விடுவிப்பு செய்யப்பட்டுள்ளவர்/ முதல் தகவல் அறிக்கையில் பெயர் பதிவு செய்யப்பட்டவர்/ அரசு அல்லது தனிநபர் மூலம் குற்றவியல் நடவடிக்கை நிலுவையில் உள்ளவர்/ வழக்கு ரத்து செய்யப்பட்டவர்/ குற்றபத்திரிக்கையில் பெயர் உள்ளவர்/ குற்றத்திற்காக தண்டிக்கப்பட்டவர் (ஒழுக்கக்கேடு அல்லது வேறுஏதேனும் குற்றம்) என்றால் ஆம் என்று கூறி விவரங்களை தெரிவிக்கவும்	ஆம்	இல்லை
12	விண்ணப்பதாரரின் : கணவர்/மனைவி/ உறவினர் எவரேனும் நீதித்துறையில் பணிபுரிகிறார்களா? சட்டப்பணிகள் ஆணைக்குழுவில் பணிபுரிகிறார்களா? ஆம் எனில் விவரங்களை தெரிவிக்கவும்.	ஆம்	இல்லை

உறுதிமொழி

நான் அளித்த மேற்கண்ட தகவல்கள் அனைத்தும் உண்மையானது மற்றும் சரியானது ஆகும் என நான் உறுதி அளிக்கிறேன்.

இடம் :
நாள் :

விண்ணப்பதாரரின் கையொப்பம்
Post Code :

APPLICATION FORM
(Legal Aid Defense Counsel System)
DISTRICT LEGAL SERVICES AUTHORITY, KRISHNAGIRI



1	Name of the post applied for	:			
2	Name of the applicant.	:			
3	Name of the Father/Husband	:			
4	Date of Birth	:	DD	MM	YYYY
5	Nationality	:			
6	Contact Details:-				
6(a)	Telephone Number	:			
6(b)	Mobile Number	:			
6(c)	EMail ID	:			
7	Sex	:			
8	Mother Tongue	:			
9(a)	Educational Qualification (self attested copy of degree certificate and any other related certificates to be enclosed)	:	To be mentioned in ascending order 1. 2. 3.		
9(b)	Any other Additional Qualification (experience certificates with self attested to be enclosed)	:			
10	Permanent Address	:			

11	Is the applicant ever been arrested/ detained /Released on bail/ Named in the FIR/ Criminal proceedings pending / Compromised / Quashed /referred by Police / Charge sheeted / prosecuted in any criminal case/ Private complaint/ Convicted for offense (involving in moral turpitude or any other offense). If yes state the details.	Yes	No
12		Yes	No
Is there any spouse / relative working in the Judicial Department, Legal Services Authority, if it is so, furnish the details.			

DECLARATION:-

I declare that all the details furnished above are true to the best of my knowledge.

Place :

Date :

Signature of the Applicant