



## **DISTRICT LEGAL SERVICES AUTHORITY**

### **Thanjavur**

DLSA.No. 2640 /2023

Dated: 12-08-2023

Ref: TNSLSA No.3910/S3/ 2022. Dated: 08.08.2023

### **NOTIFICATION**

Applications are invited from eligible persons for full time work on contract basis for the period of Two Years in “ **LEGAL AID DEFENSE COUNSEL SYSTEM** “dealing exclusively Legal Aid matter in Criminal Cases , proposed to be function in District Legal Services Authority, Thanjavur. 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 Assistant/ Clerks                     | 02          |
| 2.   | Receptionist cum Date entry operator(Typist) | 01          |
| 3.   | Office Peon                                  | 01          |

### **Important Date:**

|  |                    |
|--|--------------------|
| <b>Last date for submission of Application</b> | <b>18 -08-2023</b> |
|--|--------------------|

### **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 Thanjavur 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 in Any degree,
- Basic word processing skills and the ability to operate computer and skills to feed date,
- Good Typing speed with proper setting of petition
- Ability to take dictation and prepare files for presentation in the Courts.
- 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 and data processing abilities,
- The ability to work telecommunication system ( Telephones, Fax Machines, switchboards etc.,
- Proficiency with good typing speed.

## **3 .Office Peon**

He / She must have;

- Pass 8<sup>th</sup> 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) Office Assistant/ Clerks**

1. Keeping updated record of legal aided cases
2. Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per direction.
3. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
4. Typing applications, petitions, appeals 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,
8. All duties assigned to Receptionist cum data entry operator,

### **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 & other platforms and updating the information from time to time,
9. Any work/duty assigned by Legal Services Authority.

### **c) Office Peon (Munshi/Attendant)**

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

## **TERMINATION OF SERVICES**

Services of any human resource including Legal aid defence counsel engaged in the office of Legal Aid Defence Counsel can be terminated at any time, without any prior notice in the following cases by the Chairman, DLSA on recommendation of the Secretary DLSA or on the direction by SLSA in writing:

1. He/she substantially breaches any duty or service required in the office, or
2. Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or his friend or relative, or
3. Charged or Convicted for any offence by any Court of law, or

4. Indulges in any type of political activities, or
5. Found incapable of rendering professional services of the required standards, or
6. Failure to attend training programmes without any sufficient cause, or
7. Indulges in activities prejudicial to the working of legal aid defence counsel office, or
8. Using his/her position in legal aid defence counsel office to secure unwarranted privileges or advantages for him/herself or others, or
9. Acts in breach of code of ethics, or
10. Remains absent without leave for more than two weeks, or
11. If services are found unsatisfactory during the six-monthly performance review by the SLSA or DLSA.

**Estimated Salaries :**

|    |   |              |
|----|---|--------------|
| 1. | Monthly salary of Office Assistants                       | Rs. 20,000/- |
| 2. | Monthly salary of Receptionist – cum- Date Entry Operator | Rs. 20,000/- |
| 3. | Monthly salary of Office peon                             | Rs. 14,000/- |

**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 18.08.2023, 5:00 p.m. to the following address:

**“CHAIRMAN/PRINCIPAL DISTRICT JUDGE,**

District Legal Services Authority,

ADR Building, Combined District Court Campus,

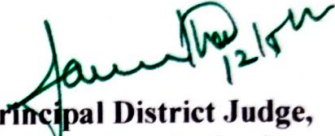
Thanjavur-613007.

Super scribe the envelope as “Application for the post of.....  
in Legal Aid Defense Counsel System (LADCS ) in DLSA, Thanjavur.

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.

Thanjavur.  
12-08-2023

  
Chairman /Principal District Judge,  
District Legal Services Authority,  
Thanjavur.



**Copy Submitted To**

The Hon'ble Principal District Court, Thanjavur.

**Copy to :**

1. System Analyst, District Court for publish in District Court Website.
2. Notice Board of District Court, Thanjavur.
3. Notice board of District Legal Services Authority, Thanjavur.
4. File.