

Notification No.01/2023
Dated: 05.06.2023



DISTRICT LEGAL SERVICES AUTHORITY,
COIMBATORE

Advertisement for engaging supporting staff on contract basis to work in the Office of the Legal Aid Defense Counsel System at District Legal Services Authority, Coimbatore.

As per the direction of the Tamil Nadu Legal Services Authority No.3910/S3/2022, Dated: 02.06.2023 and the Office Note order submitted by the District Legal Services Authority, Coimbatore dated 03.06.2023, applications are invited for engaging qualified persons on contract basis for the following categories in the Legal Aid Defense Counsel System, may apply for the respective categories in the prescribed format, along with copies of all the testimonials and certificates duly self attested by the applicant.

Name of the Post	Office Assistant/Clerks
No of Posts	03
Salary per Month (In Rs)	Rs.20,000/- Per Month
Desired Qualification	<ol style="list-style-type: none">1. Educational Qualification: Graduation.2. Basic word processing skills and the ability to operate computer and skills to feed data.3. Good Typing Speed with proper setting of petition (i.e Typing Speed of 40WPM).4. Ability to take dictation and prepare files for presentation in the courts.5. File Maintenance and Processing knowledge.

Name of the Post	Receptionist cum Data Entry Operator (Typist)
No of Posts	01
Salary per Month (In Rs)	Rs.20,000/- Per Month
Desired Qualification	<ol style="list-style-type: none"> 1. Educational Qualification: Graduation. 2. Excellent verbal and written communication skills. 3. Word and data processing abilities. 4. The ability to work telecommunication systems (Telephones, Fax Machines, Switch Boards etc). 5. Proficiency with good typing speed.

Name of the Post	Office Peon (Munshi/Attendant)
No of Posts	01
Salary per Month (In Rs)	Rs.14,000/- Per Month
Desired Qualification	Passed in VIII Standard or it is equivalent.

Nature of Work by Supporting Staffs of Legal Aid Defense Counsel System:-

a) Office Assistant/Clerks

- ❖ Keeping updated record of Legal aid cases.
- ❖ Uploading the updated record/progress of the legal aid cases on NALSA Portal and digital platforms as per the directions.
- ❖ Maintaining complete files of Legal Aid Cases and keeping files with proper index in a systematic manner.
- ❖ Typing applications, petitions, appeals etc.
- ❖ Doing ministerial work related to cases such as filing applications for copies of orders, judgments etc.
- ❖ Any other task assigned by the Chief Legal Aid Defense Counsel.
- ❖ Any work/duty assigned by Legal Services Authority.
- ❖ All duties assigned to Receptionist cum data entry operator.

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

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

c) Office Peon (Munshi/Attendant)

- ❖ General work of MTS, Munshi or peon.
- ❖ Cleaning the office before the commencement of office hours.
- ❖ Ensuring that all places in the office are kept clean.
- ❖ Bringing and serving water, beverages to the visitors in the office.
- ❖ Carrying dak, misc.work etc.
- ❖ Any other work assigned by Legal Services Authority.

Selection Procedure:

The supporting staff shall be engaged on contract basis, initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance. The performance of every human resource shall be assessed every six months by SLSA in consultation with DLSA Concerned. The Selection of Office Assistant /Clerk, Receptionist cum Data Entry Operator (Typist), Office Peon (Munshi/Attendant) will be purely based on merits, taking into account the knowledge, skills, practice and experience of candidates. 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 of the TNSLSA.

Code of Ethics:-

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

1. Personnel within the office of Legal Aid Defense Counsel shall not engage in any outside activity.
2. No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
3. 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.
4. 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.
5. 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.
6. The Supporting staff shall devote his/her full time to his/her duties for the office of the Legal Aid Defense Counsel.
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.

Termination of Services:-

The Services of any Human Resource / staff engaged in the office of Legal Aid Defense 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 directions by SLSA in writing.

- i. He/she substantially breaches any duty or service required in the office, or
- ii. 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
- iii. Charged or Convicted for any offence by any court of law, or
- iv. Indulges in any type of political activities, or
- v. Found incapable of rendering professional services of the required standards, or
- vi. Failure to attend training programs without any sufficient cause, or
- vii. Indulges in activities prejudicial to the working of legal aid Defense counsel office, or
- viii. Using his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/herself or others, or
- ix. Acts in breach of code of ethics, or
- x. Remains absent without leave for more than Two Weeks, or
- xi. If, services are found unsatisfactory during the six-monthly performance review by the SLSA or DLSA.



**DISTRICT LEGAL SERVICES AUTHORITY,
COIMBATORE.**

**APPLICATION FOR THE SUPPORTING STAFF OF LEGAL
AID DEFENSE COUNSEL SYSTEM
(Office Assistant/Clerk, Receptionist-Cum-Data Entry Operator
(Typist) And Office Peon (Munshi/Attendant)**

NAME OF THE POST APPLIED: _____

(Use separate application for each post)

1	Name in Block Letter With initial at the end									Affix Self Attested Passport Size Photo of the Applicant	
2	Address for Communication										
3	Gender	MALE/FEMALE/TRANSGENDER									
4	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age(as on 01.06.23)	
										Years	Months
5	Marital Status										
6	Father/Husband Name										
7	Nationality										
8	Community	OC	BC	MBC	SC	ST					
9	Physically challenged	YES/NO.If yes, state the nature.									
10	Permanent Address										
11	Phone & Mobile Number										
12	E-mail address (valid & functional)										
13	Aadhaar Number										
14	Technical Qualification: A. Type Writing B. Computer Course C. Others										

15	Educational Qualifications(Please list in chronological order from VIII/SSLC onwards)						
	Certificates/ Degree	Specialization/ Branch	School/ College	Board/ University	Date of passing	Percentage / Grade	Class obtained

16	Additional Information if any;							
	i							
	ii							
	iii							
	iv							
17	Experience (starting from the latest work experience)							
	Sl. No	Name of the Organization	Designation	Period		Nature of Work	Experience	
				From	To		Years	Months
						Total		

DECLARATION

I declare that the information's furnished above are true and correct to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, the District Legal Services Authority, Coimbatore shall cancel my application/selection. I am aware that this application is only for the post on contract basis.

Place:

Date:

Signature of the Applicant

HOW TO APPLY:

The standard form of application annexed with this notification shall be used for applying the above said post. Self attested education qualification certificates, experience certificate and two recently taken passport size photos must be annexed with the application.

SUBMISSION OF APPLICATION:

The duly filled in application in the prescribed format along with self-attested Copy of certificates and all other supportive documents should be submitted *through post* on or before **16.06.2023 , 5.30 p.m.** to the following address;

**CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
ADR Building,
District Court Campus,
Coimbatore – 641018.**

Incomplete application will be rejected without assigning any reasons. No application will be entertained after the last date fixed. All communications regarding the selection process will be published only in E-Court Coimbatore website. A separate communication letter will not be sent to the applicants.

IMPORTANT DATES:-

Date of Notification	05.06.2023
Last date for submission of Application	16.06.2023
Eligible Candidates List for interview will be Published in website	19.06.2023

Sd.XXXXX/-

Date:03.06.2023
Place: Coimbatore

**(Thiru.M.N.SENTHILKUMAR)
Chairman / Principal District Judge,
District Legal Services Authority,
Coimbatore.**

Copy to :

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

GENERAL INSTRUCTIONS

1. Only short listed candidates will be published in court website for interview after scrutinizing the applications.
2. The *Venue, date and time of interview* will be intimated in Coimbatore e-court website. (<https://districts.ecourts.gov.in/coimbatore>)
3. Candidates should appear for the interview with their original certificates.
4. Candidates should attend the interview at their own expenses.
5. The posts are purely contract basis and the duration is only for 2 years which may be extended based on the performance with periodical breaks as per the guideline of NALSA Legal Aid Defense Counsel System. The selected candidates cannot claim for permanency of the job.
6. The selection criteria will be as per the guidelines of NALSA- Legal Aid Defense Counsel System under Modified Scheme, 2022.
7. The applicant will be responsible for the authenticity of information and other documents by submitted her/him.