DISTRICT LEGAL SERVICES AUTHORITY TIRUVANNAMALAI.

DLSA.No. 14 84 /2023   **Dated: 05-06-2023**

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

NOTIFICATION NO. 01 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, Tiruvannamalai. Details of the name of the Post and number of requirement are given below;

S.No.	Name of the Post	No. of Post	Salary (consolidated per month)
1.	Office Assistant / Clerks	2	Rs. 20,000/-
2.	Receptionist –cum-Data Entry Operator(Typist)	1	Rs. 17,000/-
3.	Office Peon (Munshi/Attendant)	1	Rs. 12,000/-

Note: Rules of Reservation applicable for all the above posts.

Important Dates:

- Date of Notification 06-06-2023
- Last date for submission of Application 16-06-2023

HOW TO APPLY:

- The standard form of application is available in the Tiruvannamalai e-court website **https://districts.ecourts.gov.in/Tiruvannamalai** 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 16.06.2023, 5:00 p.m. to the following address:

CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority, ADR Building,
Vengikkal, Tiruvannamalai – 606 604.

Note: Super scribe the envelope as "Application for the post of .... in Legal Aid Defense Counsel System (LADCS) in DLSA, Tiruvannamalai"

▪ The applicant 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.

Date: 05 .06.2023
Place: Tiruvannamalai

Chairman/Principal District Judge,
District Legal Services Authority,
Tiruvannamalai

Copy to:

1. Notice Board of District Court, Tiruvannamalai
2. System Analyst, District Court for publishing in District Court Website
3. Notice board of District Legal Services Authority, Tiruvannamalai
4. The Presidents / Secretaries, All the Associations of Advocates in Tiruvannamalai District.
5. The Chairman, All Taluk Legal Services Committee, Tiruvannamalai District.
6. File.

Eligibility and Qualification:

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 (Munshi / 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) Office Assistant / Clerk

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

b) Receptionist –cum- Data Entry Operator

- 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 and updating the information from time to time.
- Any work/duty assigned by Legal Services Authority.

c) Office Peon (Munshi/Attendant)

- 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 etc.
- Any other work assigned by Legal Services Authority.

TERMINATION OF SERVICES

Services of any human resource / staff including Legal aid Defense counsel engaged in the office of Legal Aid Defense Counsel System can be terminated at any time, without any prior notice in the following cases:

i. He/she substantially breaches any duty or service required in the office.
ii. Seeks or accepts any pecuniary gains from the legal aid seekers or beneficiary his friend or relative.
iii. Charged or Convicted for any offence.
iv. Indulges in any type of political activities.
v. Found incapable of rendering professional services of the required standards.
vi. Failure to attend training programmes without any sufficient cause.
vii. Indulges in activities prejudicial to the working of legal aid Defense counsel office.
viii. Using his/her position in legal aid Defense counsel office to secure unwarranted privileges or advantages for him/herself or others.
ix. Acts in breach of code of ethics.
x. Remains absent without leave for more than two weeks.

CODE OF ETHICS:

The persons appointed in the above posts shall be bound by the Conduct Rules prescribed for the Government Servants.

APPLICATION FORM
APPLICATION FOR LEGAL AID DEFENSE COUNSEL SYSTEM
DISTRICT LEGAL SERVICES AUTHORITY, TIRUVANNAMALAI.

Name of the post applied for : **Office Assistant/ Clerks /Receptionist-cum-Data**

Entry Operator /Office Peon (Munshi / Attendant)

(Use separate application for each post)

			Self Attested Passport Size Photo of the Applicant

1	Name of the applicant (in English) as per the certificate.	:			
2	Name of the Father/Husband	:			
3	Age (as on 01.07.2022) & Date of Birth	:	DD	MM	YYYY
4	Gender	:	Male	Female	Transgender
5	Marital Status	:			
6	Address for communication	:			
			Mobile No:		
			Email –id:		

			Aadhar Number:					
7	Permanent Address with Native place	:	Same as above ☐ Native place:					
8	Community(tick relevant community) (copy of certificate to be enclosed)		OC	BC	MBC	SC	ST	others
9	Caste(with sub caste)							
10	Nationality/Religion							
11	Educational Qualification (copy of certificates and any other relevant certificates (self attested) to be enclosed)	:						
12	Any other Additional Qualification and experience certificates with self attested copies to be enclosed.	:						
13	Experience Details	:						

14	Is the applicant punished in any criminal case? If so give details.	:	
15	Is there any civil/criminal case pending against the applicant. If yes give details	:	
16	Is there any spouse / relative working in this Judicial Department, legal services authority, if it is so furnish the details.	:	
17	No. of enclosures		

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

   Place: **Signature of the applicant**

   Date: