



**TAMILNADU STATE LEGAL SERVICES AUTHORITY,
CHENNAI**

**DISTRICT LEGAL SERVICES AUTHORITY
NAMAKKAL**

NOTIFICATION

Applications are invited from the qualified Candidates to work as Office Assistants/Clerks, Receptionist-cum-Data Entry Operator (Typist) and Office Peon (Munshi/Attendant) on Contract basis in the **LEGAL AID DEFENSE COUNSEL SYSTEM** at District Legal Services Authority, Namakkal as per the direction of the Tamilnadu State Legal Services Authority in TNSLSA No.3910/S3/2022 Dated 02.06.2023 for further details visit <https://districts.ecourts.gov.in/namakkal>.

NAME OF THE POST AND NUMBER OF POST:

S.No	NAME OF THE POST	No. of Post
1.	Office Assistants / Clerks	01
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	16-06-2023

SELECTION PROCEDURE:

The supporting staff for Legal Aid Defense Counsel System shall be engaged on contract basis in Namakkal District initially for a period of two years with a stipulation of extension on yearly basis subject to satisfactory performance. Selection of supporting staff for Legal Aid Defense Counsel System will be purely based on merit, taking into account of the eligibility and Qualification as envisaged in NALSA (free and competent Legal Services) Regulations 2010, subject to final approval by the Executive Chairman, TNSLSA, Chennai. The selection shall be carried out by selection committee and the Principal District Judge/ Chairman, District Legal Services Authority, Namakkal.

ELIGIBILITY & QUALIFICATION:

The persons applying for the posts in Legal Aid Defense Counsel System (LADCS), must be a citizen of India and necessary educational qualifications are as given below;

1. Qualification for Office Assistants / Clerks:

He / She must have;

- Educational Qualification : Graduation,
- Basic word processing skills and the ability to operate computer and skills to feed data,
- 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. Qualification for 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 (Munchi / Attendant)

He /She must have

- Pass 8th Standard
- Ability to do work in Office

WORK PROFILES:

a) Office Assistants/Clerks

1. Keeping updated record of legal aided cases
2. Uploading the updated record/progress of the legal aid cases on NALSA portal and digital platforms as per directions,
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 (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 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.
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, misc, work etc.
5. Any other work assigned by Legal Services Authority.

TERMINATION OF SERVICES

Services of any human resource/staff 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 directions by SLSA in writing:

1. He/she substantially breaches any duty or service required in the office.
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.
3. Charged or Convicted for any offence by any court of law.
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.
11. If services are found unsatisfactory during the six-monthly performance review by the SLSA or DLSA.

CODE OF ETHICS:

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

- No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
- 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.
- 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.
- No personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.
- 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, or 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.
- Legal Aid Defense Counsel shall devote his/her full time to his/her duties for the office of Legal Aid Defense Counsel and shall not engage in private practice of law during the term of employment.
- 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.
- Legal Aid Defense Counsel shall also follow the code of ethics prescribed by Bar Council of India for lawyers.

SALARY DETAILS:

1.	Monthly salary of Office Assistants / Clerks	Rs. 15,000/-
2.	Monthly salary of Receptionist-cum-Date Entry Operator (Typist)	Rs. 15,000/-
3.	Monthly salary of Office peon (Munshi/Attendant)	Rs 12,000/-

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 either through post or in person on or before **16.06.2023, 5.30 p.m.** to the following address;

**THE CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
ADR Building,
District Court Campus,
Namakkal-637 003**

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

**Sd/-xxxxxxxxx
Chairman/Principal District Judge,
District Legal Services Authority,
Namakkal.**

Place: Namakkal

Copy to :

1. Hon'ble Principal District Court, Namakkal (for displaying in Notice Board)
2. System Analyst, District Court, Namakkal (for publish in District Court Website)
3. District Legal Services Authority, Namakkal (for displaying in Notice Board)
4. The Chairman, Taluk Legal Services Committee, Tiruchengode, Rasipuram, Paramathy (for displaying in Notice Board)
5. The Judicial Magistrate, The District Munsif, - Sendamangalam, Kumarapalayam(for displaying in Notice Board)
6. File.

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15	Additional Information if any;							
	i							
	ii							
	iii							
	iv							
16	Experience(starting from the latest work experience)							
	Sl. No	Name of the Organization	Designation	Period		Nature of Work	Experience	
				From	To		Years	Months
					Total			
17	Whether any criminal case/complaint is/was against the applicant in court/police station:- (If yes specify details of both disposed and pending)						YES/NO	

18. List of the documents to be attached.

1. Self- Attested copy of Certificates in support of educational qualification.
2. Self-Attested copy of Photo Identity card, Address proof.
3. Conduct certificate from two responsible persons.

DECLARATION

I declare that the informations 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, Namakkal shall cancel my application/selection. I am aware that this application is only for the post on contract basis.

Signature of the Applicant

Place

Date

GENERAL INSTRUCTIONS

1. Only short listed candidates will be called for interview after scrutinizing the applications.
2. The actual date and time of interview will be intimated in Namakkal ecourt website. (<https://districts.ecourts.gov.in/namakkal>.)
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.
7. The applicant will be responsible for the authenticity of information and other documents by submitted her/him.
8. Fitness certificate to be produced on the date of Joining.