



DISTRICT LEGAL SERVICES AUTHORITY,
VELLORE

Dated: 05-06-2023

NOTIFICATION NO. 01 OF 2023

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, Vellore.

As per the direction of the Tamil Nadu State Legal Services Authority, Chennai in TNSLSA No.3910/S3/2022, dated 02.06.2023 and the Office Note order submitted by the District Legal Services Authority, Vellore dated 05.06.2023, 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. Details of the name of the Post and number of requirement are given below;

Sl.No.	Name of the Post	No. of Post
1.	Office Assistant / Clerks	02
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:

After due publicity including public notice, applications will be invited and a fair, transparent and competitive selection process shall be adopted by DLSA under guidance of SLSA. Legal Aid Defense Counsels shall be engaged on contract basis in each place/district initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance. The performance of each human resource shall be assessed in every six months by SLSA in consultation with DLSA concerned. Selection of Office Assistant / Clerk, Receptionist –cum-Data Entry Operator (Typist), Office Peon will be purely based on merit, taking into account the educational Qualification, Computer knowledge, skills 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, SLSA.

ELIGIBILITY & QUALIFICATION:

The persons applying for the posts of supporting staffs in Legal Aid Defense Counsel System should not be less than 21 years as on the date of Notification and others eligibility and education qualifications as follows;

a. Qualification for Office Assistant / Clerks

- 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.

b. Qualification for Receptionist-cum- Data Entry Operator

- Educational Qualification: Graduation,
- 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.

c. Qualification for Office Peon (Munshi/Attendant):

- Educational Qualification: Passed in VIII Standard or it is equivalent
- Ability in cleaning and to do hospitality related works

Note: Qualifications may be reasonably relaxed in case of exceptional candidate or circumstances after the approval of the Executive Chairman, SLSA.

WORK PROFILES:

a) Office Assistant / Clerks

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

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 & 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,
- Brining and serving water, beverages to the visitors in the Office,
- Carrying dak, misc, work etc.,

- Any other work assigned by Legal Services Authority.

TERMINATION OF SERVICES:

Services of any human resource including legal aid defense counsel 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 programmes without any sufficient cause, or
- vii. Indulges in activities prejudicial to the working of legal aid Defense counsel office, or
- viii. Uses 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 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.

ENTITLEMENT OF LEAVE:

- Office Assistant / Clerks, Receptionist cum Data Entry Operator (Typist), Office Peon shall be eligible for 12 days' leave in a calendar year on pro-rata basis.
- No remuneration for the period of absence in excess of the admissible leave will be paid to the human resource of Legal Aid Defense Counsel Office. Un-availed leave shall be neither be carried forward to next year nor encashed.

SALARY:

S.No.	Name of the Post	Salary per Month
1.	Office Assistant / Clerks	Rs.20,000/-
2.	Receptionist cum Data Entry Operator (Typist)	Rs.17,000/-
3.	Office Peon	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 application in the prescribed format along with self-attested copy of certificates and all other supportive documents should be submitted **through register 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,
Sathuvachari, Vellore – 632 009**

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

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

Date: 05.06.2023
Place: Vellore

**Sd/-Tmt.N.Vasanthaleela
Chairman/Principal District Judge,
District Legal Services Authority,
Vellore**

Copy to:

1. Notice Board of District Court, Vellore
2. Notice Board of II Additional District and Sessions Court, Ranipet
3. Notice Board of III Additional District and Sessions Court, Tirupattur
4. Notice board of District Legal Services Authority, Vellore
5. System Analyst, District Court, Vellore (for publish in District Court Website)
6. The President / Secretary, Bar Association, Vellore
7. The President / Secretary, Advocate Association, Vellore
8. The President / Secretary, Women Bar Association, Vellore
9. The Chairman, All Taluk Legal Services Committee, Vellore District.
10. File.

GENERAL INSTRUCTION

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 Vellore e-court website: (<http://districts.ecourts.gov.in/vellore>)
3. Candidates should appear for the interview with their all original certificates.
4. Candidates should attend the interview at their own expenses.
5. The posts are purely contract basis and the duration is only 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 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.



DISTRICT LEGAL SERVICES AUTHORITY, VELLORE
APPLICATION FOR THE SUPPORTING STAFF OF
LEGAL AID DEFENCE COUNSEL SYSTEM

NAME OF THE POST APPLIED: Please mark ✓ in appropriate post

1) Office Assistant / Clerks.

2) Receptionist cum Data Entry Operator (Typist).

3) Office Peon (Munshi / Attendant)

(Use separate application for each post)

1	Name in Block Letters With initial at the end									PHOTO
2	Address for Communication									
3	Gender	MALE / FEMALE / TRANSGENDER								
4	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age (as on 01.06.2023)
										Years
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	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
15	Additional Information						
	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		

DECLARATION

I declare that the information furnished above is 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, Vellore shall cancel my application/selection. I am aware that this application only for the post on contract basis.

Place:

Date:

Signature of the Applicant