

புதுக்கோட்டை மாவட்ட சட்டப்பணிகள் ஆணையம் வேலைவாய்ப்பு அறிவிப்பு

புதுக்கோட்டை மாவட்ட சட்டப்பணிகள் ஆணையத்தின் கீழ் இயங்கி வரும் குற்ற வழக்கு எதிர்வாத சட்ட உதவி அலுவலகத்தில் [Legal Aid Defense Counsel System], இதனடியில் கண்ட விவரப்படிக்கு பணியிடங்கள் உருவாக்கப்பட்டு நேர்காணல் மூலம் தகுதியான நபர்கள் தேர்வு செய்யப்பட்டு, அப்பணியிடங்கள் நிரப்பப்படவுள்ளது.

S. No	NAME OF THE POST	No. of Posts
1	அலுவலக உதவியாளர் / எழுத்தர். Office Assistants / Clerks	2
2	வரவேற்பாளர் - மற்றும் - தரவு பதிவாளர் (குட்டச்சர்) Receptionist - cum - Data Entry Operator (Typist)	1
3.	அலுவலக பணியாளர் / உதவியாளர் Office Peon (Munshi / Attendant)	1
	Total	04

புதிதாக உருவாக்கப்பட்டுள்ள இந்த Legal Aid Defense Counsel System -ல், மேற்கண்ட பதவிகளுக்கு தகுதி வாய்ந்த நபர்களிடமிருந்து விண்ணப்பங்கள் வரவேற்கப்படுகின்றன. இதுகுறித்த முழு தகவல்கள் <https://districts.ecourts.gov.in/pudukkottai> என்ற இணையதளத்தில் “Latest Announcement” என்ற தலைப்பில் விவரமாக குறிப்பிடப்பட்டுள்ளது. விருப்பமுள்ள தகுதிவாய்ந்த நபர்கள் மேற்படி இணையதள விண்ணப்பத்தை பதிவிறக்கம் செய்து, அதனை முறையாக பூர்த்தி செய்து வரும் 18.08.2023-ம் தேதி மாலை 5.00 மணிக்குள் “தலைவர்/முதன்மை மாவட்ட நீதிபதி, மாவட்ட சட்டப்பணிகள் ஆணையம், புதுக்கோட்டை” என்ற முகவரிக்கு அனுப்பி வைக்குமாறு இதன் மூலம் விண்ணப்பம் கோரப்படுகிறது. இறுதி நாளுக்கு பிறகு பெறப்படும் விண்ணப்பங்கள் ஏற்றுக்கொள்ளப்பட மாட்டாது என தெரிவித்துக்கொள்ளப்படுகிறது.

தகுதியான விண்ணப்பங்களின் அடிப்படையில் சம்மந்தப்பட்ட விண்ணப்பதாரர்கள் வரும் 02.09.2023 தேதி 10.00 மணிக்கு புதுக்கோட்டை மாவட்ட ஒருங்கிணைந்த நீதிமன்ற வளாகத்திற்குள் இருக்கும் சமரச தீர்வு மைய அலுவலகத்தில் (ADR Building) நேர்முகத்தேர்வின் மூலம் தேர்வு செய்யப்படவுள்ளனர் என்று இதன் மூலம் அறிவிக்கப்படுகிறது.

இடம்: புதுக்கோட்டை.
தேதி: 10.08.2023.

ஒப்பம்/X X X X X
தலைவர்/முதன்மை மாவட்ட நீதிபதி,
மாவட்ட சட்டப்பணிகள் ஆணையம்,
புதுக்கோட்டை.

DISTRICT LEGAL SERVICES AUTHORITY
PUDUKKOTTAI

Order No : 59/2023

Dated: 10-08-2023

- Ref:** 1. Order of the Hon'ble Executive Chairman, Tamilnadu State Legal Services Authority
Dated: 02.06.2023.
2. Communication of the Tamilnadu State Legal Services Authority in TNSLSA No:
3910/S3/2022, Dated: 08-08-2023.

NOTIFICATION NO: 02/ 2023

Applications are invited from eligible candidates for the post of Office Assistants/Clerks, Receptionist cum Data Entry Operator (Typist) and Office Peon (Munshi/Attendant) to the Office of Legal Aid Defense Counsel System (LADCS), Pudukkottai District, full time work on contract basis for the period of Two Years. This system has been commenced for the District Legal Services Authority, Pudukkottai from 10.08.2023. The sanctioned staff strength are described hereunder.

S.No.	Name of the post	No. of post
1.	Office Assistants/Clerks	02
2.	Receptionist cum Data Entry Operator (Typist)	01
3.	Office Peon (Munshi/Attendant)	01
	TOTAL	04

Selection Procedure:

The selection of Office Assistants/Clerks, Receptionist cum Data Entry Operator (Typist), Office Peon will be based on merits, taking into account of the knowledge, Skills, Practical experience of the candidates. The selection shall be carried out by selection committee under the Chairmanship of the Chairman/Principal District Judge, District Legal Services Authority, Pudukkottai and it shall be approved by the Hon'ble Executive Chairman of Tamilnadu State Legal Services Authority, Chennai.

Eligibility & Qualification:

The candidates must be a citizen of India and Local resident of Pudukkottai District, the age shall be 21 years and above on the date of Notification. The candidate must be a sound mind person, who does not indulge in any kind of criminal activities.

1. Office Assistant/ Clerks:

- 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

- Graduation in Any degree
- Excellent verbal and written communication skills,
- Word processing abilities,
- The ability to work telecommunication system (Telephones, Fax, Machines, switch boards etc.,)
- Proficiency with good typing speed.

3. Office Peon (Munshi / Attendant)

- Must have pass in 8th standard.
- Ability in cleaning and to do hospitality related works.

Procedure for selection:

1. The supporting staff for Legal Aid Defense Counsel System shall be engaged on contract basis in the 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/Clerk, 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 Judge (Chairman, DLSA) as envisaged in NALSA (free and competent Legal Services) Regulations 2010, subject to final approval by the Hon'ble Executive Chairman, TNSLSA.

Work profiles:

a) Clerk / Office Assistant

1. Keeping updated record of legal aided cases.
2. Uploading the updated record/progress of the legal aid cases on NALSA portal.
3. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
4. Typing bail applications, petitions, etc.
5. Doing ministerial work related to cases such as filling applications for copies of orders, judgement etc,
6. Any work/duty assigned by Legal Services Authority.

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 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 dak etc Misc. work etc.
6. Any other work assigned by Legal Services Authority.

Termination of services:

Services of any resource 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 from the legal aid seekers or beneficiary 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.

Estimated Salaries :

1	Office Assistants/Clerks	Rs. 15,000/-
2	Receptionist cum Data Entry Operator (Typist)	Rs. 15,000/-
3	Office Peon (Munshi/Attendant)	Rs. 12,000/-

How to apply:

The standard form of application annexed with this notification shall be used to apply for 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:

**The CHAIRMAN / PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
ADR Building,
Pudukkottai – 622 001.**

Super scribe the envelope as ‘**Application for the post of**’ in Legal Aid Defense Counsel System (LADCS) in DLSA, Pudukkottai

The applicant shall submit his/her Mobile/contact number in the application for the required communication.

The incomplete application will be summarily rejected without assigning any reason. No application will be entertained on file after 18.08.2023 @ 5.00 PM.

Place: Pudukkottai.

Date : 10.08.2023.

Sd/ xxxxxx

CHAIRMAN / PRINCIPAL DISTRICT JUDGE
District Legal Services Authority
Pudukkottai

Abbreviation:

NALSA – National Legal Services Authority, TNSLSA – Tamilnadu State Legal Services Authority, DLSA – District Legal Services Authority, LADCS – Legal Aid Defense Counsel System.

**APPLICATION FOR THE POST OF “OFFICE ASSISTANT/CLERK, RECEPTIONIST-CUM-DATA ENTRY OPERATOR
(TYPIST), OFFICE PEON (MUNSHI/ATTENDANT)” FOR THE LEGAL AID DEFENSE COUNSEL SYSTEM OF
PUDUKKOTTAI DISTRICT**

Application No. _____ (For Office use)

PHOTO

APPLICATION FOR

** (Name of the Post which applied shall be specifically noted in the above blanks.
** (Separate application to be submitted for each post.)*

01.	Applicant's Name :	
02.	Father/Husband's Name :	
03.	Date of Birth :	
04.	Age (as on 10-08-2023) :	
05.	Gender :	
06.	Residential Address :	
07.	Telephone/Mobile No:	
08.	E-mail ID :	
09.	PAN No (if available):	
10.	AADHAR No:	
11.	Educational Qualification (Please enclose self- attested copies of documents):	

Sl. No:	Name of Course/Degree	Name of Board/University	Date and Year of passing	Percentage
i.	SSLC			
ii.	HSC (+2)			
iii.	Under Graduate			
iv.	Post Graduate			
v.	Technical Qualification in Computer			
vi.	Experience in DATA Entry Operation			
vii.	Other Qualifications (if any)			

13. Whether any disciplinary case/Complaint/Criminal Case/Debarring Proceeding was initiated as against the Applicant (or) Any such Proceeding is Pending as on date.

14. List of the documents to be attached ;

- i. Self-Attested copy of Certificates in support of educational qualifications.
- ii. Self-Attested copy of Photo Identity Card, Address Proof.
- iii. Self-Attested copy of Certificates in Support of Computer/Type writing/Short hand practical Experience.
- iv. Self-Attested copy of other Certificates relating to the Practical & Professional Skills (if any).

DECLARATION:

I hereby declare that, all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature is liable to be cancelled. I have read and understood the instructions and terms of the engagement and agrees to abide by those. I declare that, I fulfil the eligibility conditions for the category to which I am seeking engagement. I declare that, I have never been penalised by any Law Enforcing Authority (or) the Employer and I have no such Disciplinary Proceedings Pending as on date. I also undertake to maintain absolute integrity and discipline as required thereunder.

I agree with the remuneration structure and all the terms and conditions notified by Tamilnadu State Legal Services Authority/District Legal Services Authority, Pudukkottai.

Place:

(Signature)

Date :