



**DISTRICT LEGAL SERVICES AUTHORITY, TIRUPPUR.**

**Dated: 15-07-2022**

Ref: TNSLSA No.3910/S3/ 2022, Dated: 11-07-2022.

**NOTIFICATION NO. 01 OF 2022**

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, Tiruppur.

Online Applications are invited, through <https://districts.ecourts.gov.in/tiruppur> for selection to the following posts.

S.No.	Name of the Post	No. of Post
1.	Office Assistant / Clerks	03
2.	Receptionist –cum-Data Entry Operator(Typist)	01
3.	Office Peon (Munshi/Attendant)	01

**SALARY:**

S.No.	Name of the Post	Salary per Month
1.	Office Assistants / Clerks	Rs. 20,000/-
2.	Receptionist cum Data Entry Operator (Typist)	Rs. 15,000/-
3.	Office Peon (Munshi/Attendant)	Rs. 14,000/-

**Important Dates:**

- **Date of Notification: 15-07-2022**
- **Last date for submission of Application through online: 23-07-2022 before 5.45pm**

**Explanation:**

Legal Aid Defense Counsel System (LADCS) is established for providing Legal aid, assistance and representation in criminal matters in line with “Public Defender System” and also for providing legal services from the early stages of criminal justice till appellate stage, which include visits to jails from catering to the Legal needs of unrepresented inmates. And it is an end to end legal services and it shall provide the following services;

- Legal Advice and assistance to all individuals visiting the office,
- Representation/Conducting trial and appeals including all miscellaneous work in all sessions, Special and Magistrate Courts including executive Courts,
- Handling remand and Bail work,
- Providing legal assistance at pre-arrest stage as per NALSA’s scheme for providing such assistance,
- Any other legal aided work related to District Courts or as assigned by the secretary DLSA,
- Periodic visit of Prisons of the district under the guidance of the Secretary, DLSA

**ELIGIBILITY & QUALIFICATION:**

The persons applying for the posts in Legal Aid Defense Counsel System (LADCS), He / She;

1. Must be a citizen of India and **Local resident of Tiruppur District.**
2. Must possess adequate knowledge to read, write and speak in English and Tamil.
3. Other eligibility and Education Qualifications are as follows:

**AGE LIMIT:**

Age Limit (as on 01.07.2022)

<b>Name of the Post</b>	<b>Minimum Age (Should have completed)</b>
Office Assistant / Clerks	21 Years As on 01.07.2022
Receptionist-cum-Data Entry Operator (Typist)	
Office Peon (Munshi/Attendant)	

**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 with telecommunication system (Telephones, Fax, Machines, switchboards etc.,)
- Proficiency with good typing speed.

**3. Office Peon ( Munshi / Attendant ):**

He /She must have;

- Passed 8<sup>th</sup> 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.

## **DISQUALIFICATION FOR APPOINTMENT:**

No person shall be qualified for appointment to the service: -

1. If any disciplinary proceedings or penalty or punishment has been imposed or contemplated by the Bar Council or any Disciplinary Authority or Court, which in the opinion of the Tamil Nadu State Legal Services Authority, Chennai renders him/her unsuitable for appointment in Legal Aid Defense Counsel System.
2. If, being an Advocate, was found guilty of professional misconduct by the Bar Council under the provisions of Advocates Act, 1961 (Central Act 25 of 1961) or Orders of the Court or Judicial Forum.

## **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.
- Brining and serving water, beverages to the visitors in the Office.
- Carrying post 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 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 or 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:**

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.

### **INSTRUCTION TO THE CANDIDATES:**

The Candidate shall furnish:

- Correct and true information regarding arrest, described but name not specifically mentioned in FIR, facing/concluded criminal proceedings, charges framed, accused in private complaints, convictions/proceedings closed/dropped from charges/discharged/acquitted or proceedings quashed by any court of law, or
- The details with regard to debarment/disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated/pending or finalized, participation in agitation or affiliated to any Political Organization.

### **HOW TO APPLY:**

1. Applications submitted through <https://districts.ecourts.gov.in/tiruppur> will alone be accepted and no other modes of application will be entertained.
2. The standard form of application is available in the Tiruppur e-court website <https://districts.ecourts.gov.in/tiruppur> The Candidate shall

select the notification in this link provided, read the notification thoroughly and select the link provided in this Notification [Click Here](#) and fill up the online application form and submit the same on online.

3. Applicants shall enclose self-attested photocopies of educational qualification along with experience certificate (If any) in PDF form.
4. Applicants must furnish all the relevant information called for. Furnishing of false and/or incomplete information shall lead to rejection of their application.
5. After filling up the online application form and submitting the same, the Candidate shall download the model application provided in the notification, fill up the same by hand independently and submit it by post to the undersigned.

### **UPLOAD/SUBMISSION OF DOCUMENTS:**

Applicants should upload/submit their testimonials and all other relevant certificates for proof in respect of claims made in the application with reference to this notification as and when called for. If the required certificate is not uploaded or submitted by the applicants within the time stipulated, their application will be rejected.

### **SUBMISSION OF APPLICATION:**

The online application form should be submitted on or before 23.07.2022 at 5.45pm. The online application submitted thereafter will not be entertained.

The copy of the application submitted through post shall reach the office of the undersigned on or before 26.07.2022 to the following address:

**CHAIRMAN/PRINCIPAL DISTRICT JUDGE,  
District Legal Services Authority, ADR Building,  
Combined Court Campus, Palladam Road,  
Tiruppur – 641 604.**

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



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.

During the Selection process, no application under RTI will be entertained.

In case of any ambiguity, details provided in the online application alone will prevail. The Candidate shall not be permitted to change the details provided in the online application, after it has been submitted.

If any dispute or question arises relating to disqualification/suitability of the Candidates or interpretations of the Rules, the decision of the Tamil Nadu State Legal Services Authority, Chennai, shall be final.

Applicants are advised to have a valid Mobile Number/Valid personal Email ID till the selection Process. Request for change of Mobile Number/Email ID will not be entertained. State and District Authority will send various intimation relating to the recruitment process through Email ID/Mobile Number.

SWARNAM J  
NATARAJAN

Digitally signed  
by SWARNAM J  
NATARAJAN  
Date: 2022.07.15  
20:15:02 +0530

**Chairman/Principal District Judge,  
District Legal Services Authority,  
Tiruppur**

Date: 15 .07.2022  
Place: Tiruppur

**Copy to:**

1. Notice Board of District Court/Taluk Courts/DLSA Office/Bar Room, Tiruppur.
2. Public Relation Officer, District Collectorate for publish in the Official Website of District Administration/Other Websites.
3. System Analyst, District Court to publish in the District Court Website
4. Notice board of District Legal Services Authority, Tiruppur
5. Press – for providing link with news item.
6. File.