



VIRUDHUNAGAR DISTRICT LEGAL SERVICES AUTHORITY,
SRIVILLIPUTTUR

NOTIFICATION

Applications are invited from the eligible candidates for filling up the following posts on contract basis in Legal Aid Defense Counsel System by Virudhunagar District Legal Services Authority, at Srivilliputtur, as per the Tamil Nadu State Legal Services Authority communication dated: 11.07.2022 in TNSLSA.No.4255/S3/2022.

Date of Notification	15.07.2022
Last date for Submission of Application	22.07.2022

Name of the Post	Chief Legal Aid Defense Counsel
No of Posts	01
Salary per Month (In Rs)	Rs.90,000/-
Qualification	<ol style="list-style-type: none">1. Practice in Criminal Law for at least 10 years.2. Excellent oral and written communication skills.3. Excellent understanding of Criminal Law.4. Thorough understanding of ethical duties of a Defense counsel.5. Ability to work effectively and efficiently with Others with capability to lead.6. Must have handled at least 30 Criminal trials in Sessions Court,7. Knowledge of Computer System, preferable.

Name of the Post	Deputy Chief Legal Aid Defense Counsel
No of Posts	02
Salary per Month (In Rs)	Rs.60,000/-
Qualification	<ol style="list-style-type: none">1. Practice in Criminal Law for at least 7 years.2. Excellent understanding of Criminal Law.3. Excellent oral and written communication skills.4. Skill in legal research, Thorough understanding of ethical duties of Defense counsel.5. Ability to work effectively and efficiently with Others.6. Must have handled at least 20 Criminal trials in Sessions Court,7. IT Knowledge with proficiency in work.

Name of the Post	Assistant Legal Aid Defense Counsel
No of Posts	02
Salary per Month (In Rs)	Rs.30,000/-
Qualification	<ol style="list-style-type: none"> 1. Practice in Criminal Law from 1 to 3 years. 2. Excellent oral and written communication skills. 3. Thorough understanding of ethical duties of Defense counsel. 4. Ability to work effectively and efficiently with Others. 5. Excellent writing and research skills. 6. IT Knowledge with proficiency in work.

Name of the Post	Office Assistant / Clerk
No of Posts	01
Salary per Month (In Rs)	Rs.20,000/-
Age Limit	18 - 32
Qualification	<ol style="list-style-type: none"> 1. Graduation. 2. Basic word processing, skills and the ability to operate computer. 3. Typing speed of 40 WPM. 4. Ability to take dictation and entering data. 5. File maintenance and processing knowledge.

Name of the Post	Receptionist - cum-Data Entry Operator
No of Posts	01
Salary per Month (In Rs)	Rs.15,000/-
Age Limit	18 - 32
Qualification	<ol style="list-style-type: none"> 1. Educational Qualification: Graduation, 2. Excellent verbal and written communication skills. 3. Word processing abilities, 4. The ability to work telecommunication systems 5. Proficiency with good typing speed.
Name of the Post	Office Peon (Munshi/Attendant)
No of Posts	01
Salary per Month (In Rs)	Rs.14,000/-
Age Limit	18 - 32
Qualification	<ol style="list-style-type: none"> 1. Pass 8th or 10th Standard 2. Ability to cleaning and to do hospitality related works. 3. Cleaning the office before the commencement of office hours. 4. Any other work assigned by Legal Services Authority.

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. Selection of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel, and Assistant Legal Aid Defense Counsel will be based on merit, taking into account of the years of practice, Handling of criminal cases in sessions courts, Legal knowledge, writing skills of candidates.
3. 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.
4. 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.

Code of Ethics:-

Personnel engaged in the office of Legal Aid Defense Counsel shall observethe following conditions/code of ethics:

1. No Personnel within the office of Legal Aid Defense Counsel shall not engage in any outside activity or act as an independent practitioner.
2. No personnel shall not act in any matter in which he/she has a direct or indirect personal or financial interest.
3. No personnel shall not 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.
4. No personnel within the office of Legal Aid Defense Counsel shall not make use of his/her office or employment for the purpose of promoting or advertising any outside activity.
5. No personal within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.
6. 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 things 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.
7. Legal Aid Defense Counsel shall devote his/her full time to his/her duties for the office of the Legal Aid Defense Counsel and shall not engage in private practice of law during the term of Employment.
8. Every personnel of the office of Legal Aid Defense Counsel shall drive to preserve the public's confidence in the office's fair and impartial execution of itsduties and responsibilities.
9. Legal Aid Defense Counsel shall also follow the code of ethics prescribed by the Bar Council of India for lawyers.

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:

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 or his friend or relatives.
3. Charged or convicted for any offence.
4. Indulges in any type or political activities.
5. Found incapable of rendering professional services of the required standards.
6. Failure to attend training programs without any sufficient cause.
7. Indulges in activities prejudicial to the working of legal aid Defense counsel office.
8. Using his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/herself for others.
9. Acts in breach of code of ethics.
10. Remains absent without leave for more than Two Weeks.

Other Conditions:

1. The application format for the above post are available in the District Court official website <https://districts.ecourts.gov.in/virudhunagar> (official website).
2. The application format shall be downloaded from the official website and filled application shall reach the office on or before 22.07.2022.
3. The Advocates applying for the post of Chief Legal Aid Defense Counsel, Deputy Legal Aid Defense Counsel, and Assistant Legal Aid Defense Counsel shall also furnish experience certificate issued by concerned Bar Association. (Annexure A) and List of Sessions Cases handled by the candidates to be enclosed as per annexure 'B'.
4. The applicant shall furnish the Self attested certificates through which he/she claim his/her qualification to the post of applied.
5. The applicant shall submit separate application for each post if he/she willing to apply for more than one post.
6. The application without supporting certificates for minimum qualification will be rejected summarily.
7. Candidature of a applicant will be rejected if it is found that the information furnished by him/her are false.
8. The Selection is subject to approval of Executive Chairman TNSLSA.

All the Applications, with passport size photos affixed and duly self attested on the right margin of the application, in the space provided, as mentioned should be submitted along with self attested copies of all the testimonials, certificate and shall sent *through register post with a self addressed stamped envelope* so as to reach the office of “**The Chairman, District Legal Services Authority, Combined Court Building, Srivilliputtur – 626135**” on or before **22.07.2022**.

The applications received after the last date will not be entertained under any circumstances.

All communications regarding the selection process will be published only in E-Court Virudhunagar website. A separate communication letter will not be sent to the applicants.

-/Sd.XXXX/-

**Chairman / Principal District Judge,
District Legal Services Authority,
Virudhunagar at Srivilliputtur.**



VIRUDHUNAGAR DISTRICT LEGAL SERVICES AUTHORITY,
SRIVILLIPUTTUR

Application for the post of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel and Assistant Legal Aid Defense Counsel

APPLICATION FOR POST OF

Chief Legal Aid Defense Counsel

(or)

Deputy Chief Legal Aid Defense Counsel

(or)

Assistant Legal Aid Defense Counsel

Self
Attested
Passport
Size Photo
of the
Applicant

(Select any of the above mentioned post)

1	Name of the applicant (in English) as per the certificate.	:			
2	Name of the Father/Husband	:			
3	Date of Birth	:	DD	MM	YYYY
4	Sex	:			
5	Bar Council Enrollment No	:			
6	Date of Enrollment	:			
7	1. Educational Qualification (self attested copy of certificate to be enclosed)	:			
	2. Addl. Qualification if any (self attested copy of certificate to be enclosed)	:			
	3. IT knowledge with proficiency in work (deputy legal aid defense counsel and assistant legal defense counsel),	:			
8	Bar Experience (Certificate as per annexure A to be enclosed).	:			
9	Number of criminal cases handled by the applicant before sessions court (to be filed for chief Defense counsel and Deputy Defense counsel) (List as per annexure 'B' to be enclosed)	:			

10	Community(tick relevant community) (copy of certificate to be enclosed)	:	OC	BC	MBC	SC	ST	Others
11	Computer knowledge (Operating)	:	Yes			No		
12	Nationality/Religion.	:						
13	Native Place	:						
14	Whether the applicant married	:	Yes			No		
15	Permanent Address	:						
16	Mobile Number & E-mail Id	:						
17	Experience, certificates attached	:	Yes			No		
18	Is the applicant punished in any criminal case?	:	Yes			No		
	If, so give details.	:						
19	Is there any civil/criminal case pending against the applicant. If yes state the particulars.	:	Yes			No		
20	Is there any spouse / relative working in this Judicial Department / legal services authority, if it is so furnish the details.	:						
21	Already in Legal Aid Panel if yes, Mentioned the Empanelment Year	:						
22	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:

Annexure A

Certificate of experience at the Bar Character and Conduct.

This is to certify that Mr/Mrs/Ms----- S/o, D/o, W/o-----
- has been practicing as advocate in the Sessions Courts at Virudhunagar District / at
Srivilliputtur since ----- (Year) He/She has completed ----- years of practice
as on 15.07.2022.
His/Her Character and Conduct are -----

Date:

Precedent / Secretary
Bar Association

Annexure B

Details of Criminal trail conducted by candidate before Sessions Courts.

S.No	Case No	On the file of	Pending / Disposal

I hereby certify that above particulars are true to the best of my knowledge and belief.

Further I hereby certify that I am in continuous practice for the past -----year.

Signature of the Candidate

Application for post of

Office Assistants/Clerks

(or)

Receptionist cum Data Entry Operator (Typist)

(or)

Office Peon (Munshi/Attendant)

Passport size
Photo to be
affixed

(Select any of the above mentioned post)

S.No	Particulars	Details
1.	Name of the Applicant	
2.	Name of the Father/Husband	
3.	Date of Birth	
4.	Gender	
5.	Educational Qualification	
6.	Technical Qualification	
7.	Community & Religion	
8.	Driving License	
9.	Permanent Address	
10.	Address for Communication	
11.	Details of the Certificate enclosed	
12.	Mobile No. (WhatsApp)	
	Email ID:	

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

Signature of the Applicant with date

விண்ணப்ப படிவம்

அலுவலக பணியாளர் / எழுத்தர்

அல்லது

வரவேற்பாளர் / கம்ப்யூட்டர் ஆப்ரேட்டர் / டைப்பிஸ்ட்

அல்லது

அலுவலக உதவியாளர் (மசால்ஜ் அல்லது அட்டெண்டர்)

(மேற்கண்ட பணிகளுக்கு பணியாளர்கள் தேர்வு செய்யப்படுகிறார்கள்)

பாஸ்போர்ட்
அளவு
புகைப்படம்

வ.எண்	பெயர் விலாசம்	தேவைப்படும் தகவல்கள்
1.	விண்ணப்பதாரரின் பெயர்	
2.	விண்ணப்பதாரரின் கணவர்/ தகப்பனார் பெயர்	
3.	பிறந்த தேதி	
4.	பாலினம்	
5.	கல்வித் தகுதி	
6.	சிறப்பு கல்வித் தகுதி	
7.	ஜாதி மற்றும் மதம்	
8.	ஓட்டுனர் உரிமம்	
9.	நிரந்தர முகவரி	
10.	தொடர்பு முகவரி	
11.	இணைக்கப்பட்டுள்ள சான்றிதழ்களின் விபரம்	
12.	கைப்பேசி எண்.	
13.	மின்அஞ்சல் முகவரி	

நான் மேலே சொல்லியுள்ள விபரங்கள் அனைத்தும் உண்மையானவை என்று உறுதி கூறுகிறேன்.

விண்ணப்பதாரரின் கையொப்பம் தேதியுடன்