



**TAMILNADU STATE LEGAL SERVICES AUTHORITY,
CHENNAI**

**DISTRICT LEGAL SERVICES AUTHORITY
VILLUPURAM**

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, Villupuram 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/villupuram>.

NAME OF THE POST AND NUMBER OF POST:

| 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 |

IMPORTANT DATES:

| | |
|---|-------------------|
| Date of Notification | 15-06-2023 |
| Last date for submission of Application | 23-06-2023 |

SELECTION PROCEDURE:

The supporting staff for Legal Aid Defense Counsel System shall be engaged on contract basis in Villupuram District. 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, Villupuram.

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.
- Typing speed of 40 WPM
- Ability to take dictation and entering data,
- File maintenance and processing knowledge.

2. Qualification for Receptionist-cum-Data Entry Operator

He / She must have ;

- Educational Qualification : Graduation,
- Excellent verbal and written communication skills
- Word 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

Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances with the approval of the Executive Chairman SLSA.

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.

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. 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.

a) Office Assistants/Clerks

Age Limit

| Sl. No | Category of Applications | Minimum Age (should have completed) | Maximum Age (should not have completed) |
|--------|---|-------------------------------------|---|
| 1. | SCs, SC(A)s, STs and Destitute Widows of all Castes | 18 Years | 37 ** Years |
| 2. | MBCs/DCs, BC (OBCM)s and BCMs | | 34 ** Years |
| 3. | “Others” (i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs) | | 32 ** Years |

b.Receptionist –cum- Data Entry Operator (Typist)

Age Limit:

| Sl. No | Category of Applications | Minimum Age (should have completed) | Maximum Age (should not have completed) |
|--------|---|-------------------------------------|---|
| 1. | SCs, SC(A)s, STs and Destitute Widows of all Castes | 18 Years | 37 ** Years |
| 2. | MBCs/DCs, BC (OBCM)s and BCMs | | 34 ** Years |
| 3. | “Others” (i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs) | | 32 ** Years |

c) Office Peon (Munshi/Attendant)

Age Limit

| Category of Applications | Minimum Age (should have completed) | Maximum Age (should not have completed) |
|---|--|--|
| SCs, SC(A)c, STs and Distitute Widows of all Castes | 18 Years | 37 Years |
| MBCs/DCs, BC (OBCM)s and BCMs | | 34 Years |
| “Others’ (i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BC(OBCM)s and BCMs) | | 32 Years |
| Ex- Servicemen belonging to SC/ST/BC/MBC | | Must not have completed 53 Years |
| Ex- Servicemen does not belonging to SC/ST/BC/MBC | | Must not have completed 48 Years |

TERMINATION OF SERVICES

Services of any human resource/staff 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.

SALARY DETAILS:

| | | |
|----|---|--------------|
| 1. | Monthly salary of Office Assistants / Clerks | Rs. 20,000/- |
| 2. | Monthly salary of Receptionist-cum-Data Entry Operator (Typist) | Rs. 20,000/- |
| 3. | Monthly salary of Office peon (Munshi/Attendant) | Rs 14,000/- |

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. Medical fitness certificate must be submitted at the time of Joining/Selection.

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 **23.06.2023, 5.30 p.m.** to the following address;

**THE CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
District Court Campus,
Villupuram-605602**

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

**Chairman/Principal District Judge,
District Legal Services Authority,
Villupuram.**

Place: Villupuram

Copy to :

1. Hon'ble Principal District Court, Villupuram (for displaying in Notice Board)
2. System Analyst, District Court, Villupuram (for publish in District Court Website)
3. District Legal Services Authority, Villupuram (for displaying in Notice Board)
4. The Chairman, Taluk Legal Services Committee, Kallakurichi, Tindivanam, Gingee, Ulundurpet, Thirukoilur, Vanur, Sankarapuram (for displaying in Notice Board)
5. File.

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 Villupuram ecourt website. (<https://districts.ecourts.gov.in/villupuram>.)
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 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.

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