



**DISTRICT LEGAL SERVICES AUTHORITY, KANCHEEPURAM  
AT CHENGALPATTU**

**DLSA. No. 338/2023**

**Dated: 05.06.2023**

Ref: TNSLSA No.3910/S3/ 2022, Dated: 02.06.2023.

**NOTIFICATION NO. 01 OF 2023**

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, established in the District Legal Services Authority, Chengalpattu. Details of the name of the Post and number of requirement are given below;

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

**Important Dates:**

- Date of Notification 05.06.2023
- Last date for submission of Application 16.06.2023

**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 be provided the following services;

- Legal assistance to all individuals visiting the office,
- Assistance for 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 / Chief Legal Aid Defense Counsel.

**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 Chengalpattu District
2. Should not be less than 21 years as on the date of Notification and others eligibility and education qualifications as follows;

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

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

He /She must have;

- Pass 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.

### **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 (Masalchi/Attendant)**

- Cleaning the office before the commencement of office hours.
- Ensuring that all places in the office are kept clean.
- Bringing and serving water, beverages to the visitors in the Office.
- Carrying bag, miscellaneous 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 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. 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, 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 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.
- 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.

### **SALARY:**

S.No	Name of the Post	*( Monthly salary )		
		Class-A (Rs.)	Class-B (Rs.)	Class-C (Rs.)
1.	Office Assistants / Clerks	20,000/-	20,000/-	15,000/-
2.	Receptionist cum Data Entry Operator (Typist)	20,000/-	17,000/-	15,000/-
3.	Office Peon (Masalchi /Attendant)	14,000/-	12,000/-	12,000/-

*Population of Towns	Class A	More than 10 Lakhs.
	Class B	More than 2 Lakhs but below 10 Lakhs.
	Class C	Below 2 Lakhs or rest of towns.

### **HOW TO APPLY:**

The standard form of application is available in the Kanchipuram e-court website <https://districts.ecourts.gov.in/kanchipuram> shall be used for applying the post along with two number of passport size 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 **16.06.2023, 5:00 p.m.** to the following address:

**CHAIRMAN/PRINCIPAL DISTRICT JUDGE,  
District Legal Services Authority, ADR Building,  
Chengalpattu, Pin – 603 001.**

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





**APPLICATION FOR LEGAL AID DEFENCE COUNSEL SYSTEM**  
**DISTRICT LEGAL SERVICES AUTHORITY, CHENGALPATTU**

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

**1) Office Assistant /**

**2) Receptionist -cum-Data Entry Operator (Typist).**

**3) Office Peon (Masalchi / 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 02.06.2023)	
										Years	Months
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 SSLC onwards)						
	Certificates/ Degree	Specialization/ Branch	School/ College	Board/ University	Date of passing	Perce ntage / Grade	Class obtained
15	Additional Information						
	i						
	ii						
	iii						
	iv						



