



## **DISTRICT LEGAL SERVICES AUTHORITY, PERAMBALUR.**

DLSA.No.505/2023

Dated: 05 -06-2023

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

### **NOTIFICATION NO.2 OF 2023**

Applications are invited from eligible persons for full time work on contract basis for the period of Two Years in “ **LEGAL AID DEFENSE COUNSEL SYSTEM**” proposed to be function in District Legal Services Authority, Perambalur. Details of the name of the Post and number of requirement are given below;

<b>S.No</b>	<b>NAME OF THE POST</b>	<b>No. of Post</b>
1.	Office Assistant/ Clerks	02
2.	Receptionist –cum-Data Entry Operator(Typist)	01
3.	Office Peon(Munshi/Attendant)	01

#### **Important Dates:**

Date of Notification	05.06.2023
Last date for submission of Application	16.06.2023

#### **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 Perambalur 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 and skills to feed data
- Good Typing speed with proper setting of petition
- Ability to take dictation and prepare files for presentation in the Courts
- 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 and data 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 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/ Clerks**

1. Keeping updated record of legal aided cases
2. Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per direction.
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,
8. All duties assigned to Receptionist cum data entry operator,

#### **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 & other platforms and updating the information from time to time,
9. Any work/duty assigned by Legal Services Authority.

**f) 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, misc.work etc,
5. Any other work assigned by Legal Services Authority,

**TERMINATION OF SERVICES**

Services of any human resource including Legal aid defence counsel 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 direction by SLA in writing:

1. He/she substantially breaches any duty or service required in the office, or
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, or
3. Charged or Convicted for any offence by any Court of law, or
4. Indulges in any type of political activities, or
5. Found incapable of rendering professional services of the required standards, or
6. Failure to attend training programmes without any sufficient cause, or
7. Indulges in activities prejudicial to the working of legal aid defence counsel office, or
8. Using his/her position in legal aid defence counsel office to secure unwarranted privileges or advantages for him/herself or others, or
9. Acts in breach of code of ethics, or
10. Remains absent without leave for more than two weeks, or
11. If services are found unsatisfactory during the six-monthly performance review by the SLA or DLSA.

**Estimated Salaries :**

1.	Monthly salary of Office Assistants	Rs. 20,000/-
2.	Monthly salary of Receptionist – cum- Date Entry Operator	Rs. 17,000/-
3.	Monthly salary of Office peon	Rs. 12,000/-

**HOW TO APPLY:**

*The standard form of application annexed with this notification shall be used for apply 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 16.06.2023, 5:00 p.m. to the following address:*

**CHAIRMAN/PRINCIPAL DISTRICT JUDGE,**

*District Legal Services Authority,*

*ADR Building, Integrated District Court Campus,*

*Perambalur-621212.*

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

*The applicants 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.*

*Sd/-*

*Perambalur.  
05-06-2023*

**(A. DHANASEKARAN)**  
**Chairman /Principal District Judge, (i/c)**  
District Legal Services Authority,  
Perambalur.



**APPLICATION FOR SUPPORTING STAFF OF LEGAL AID DEFENSE COUNSEL SYSTEM**

**DISTRICT LEGAL SERVICES AUTHORITY, PERAMBALUR**

**(Office Assistant/ Clerk, Receptionist - Cum - Data Entry Operator (Typist),**

**Office peon (Munshi/ Attendant)**

**NAME OF THE POST APPLIED:** \_\_\_\_\_

(Use separate application for each post)

1	Name in Block Letters With initial at the end									Affix recent Passport Size Photo of the Applicant	
2	Address for Communication										
3	Gender	MALE/FEMALE/TRANSGENDER									
4	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age (as on 01.06.2023)	
										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.	Technical Qualification, i) Type writing ii) Computer Course iii) Others										

15	Educational Qualifications (Please list in chronological order from VIII/SSLC onwards)						
	Certificates/ Degree	Specialization / Branch	School/ University	Board/ University	Date of passing	Percentage/ Grade	Class obtained

16.	Additional Information if any:							
	i							
	ii							
	iii							
	iv							
17	Experience (starting from the latest work experience)							
	Sl. No.	Name of the Organization	Designation	Period		Nature of Work	Experience	
				From	To		Years	Months
	Total							

**DECLARATION**

I declare that the information furnished above are true and correct to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, the District Legal Services Authority, Perambalur shall cancel my application/selection. I am aware that this applications only for the post on contract basis.

Signature of the Applicant

Place:

Date:

## **GENERALINSTRUCTIONS:**

1. Only short listed candidates will be called for interview after scrutinizing the applications.
2. The **Venue, Date and Time of interview** will be intimated by e-mail or by telephone to the short listed candidates and Notified in Perambalur e-court website. (<https://districts.ecourts.gov.in/perambalur>)
3. Candidates should appear for the interview with their original certificates.
4. Candidates attending the interview will do so at their own expenses.
5. The posts are purely contract basis and the duration is for 2 years which may be extended on the performance with periodical breaks. The selected candidates cannot claim for permanency of the job
6. The selection criteria would be as per guidelines of NALSA Legal Aid Defense Counsel System under Modified scheme, 2022.
7. The applicant will be responsible for the authenticity of information and other documents submitted.
8. The performance of the candidates will be monitored for 6 months and further confirmation will be based on their performance.