



**TAMILNADU STATE LEGAL SERVICES AUTHORITY,  
CHENNAI**

**DISTRICT LEGAL SERVICES AUTHORITY  
KARUR.**

**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 for the period of two years in the “**LEGAL AID DEFENSE COUNSEL SYSTEM, KARUR**” as per the direction of the Tamilnadu State Legal Services Authority in TNSLSA No.3910/S3/2022 Dated 02.06.2023 for details visit <https://districts.ecourts.gov.in/karur>

**NAME OF THE POST AND NUMBER OF POST:**

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

**IMPORTANT DATES:**

Date of Notification	<b>05-06-2023</b>
Last date for submission of Application	<b>16-06-2023</b>

**SELECTION PROCEDURE:**

1. The supporting staff for Legal Aid Defense Counsel System shall be engaged on contract basis in karur District initially for a period of two years with a stipulation of extension on yearly basis subject to satisfactory performance. Selection of supporting staff for Legal Aid Defense Counsel System will be purely based on merit, taking into account the knowledge, skills and experience of candidates. The selection shall be carried out by selection committee under the Chairmanship of the District Judge (Chairman, DLSA) as envisaged in NALSA (free and competent Legal Services) Regulations 2010, subject to final approval by the Executive Chairman, SLSA.



## **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. Office Assistants / Clerks:**

He / She must have;

- Educational Qualification : Graduation,
- 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 (Typist)**

He / She must have;

- Educational Qualification : Graduation,
- 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 (Munshi / Attendant )**

He /She must have

- Pass 8<sup>th</sup> Standard
- Ability to do work in Office

## **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,
8. All duties assigned to Receptionist-cum-Data entry operator.



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

**c) 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.,
6. Any other work assigned by Legal Services Authority.

**TERMINATION OF SERVICES**

Services of any human resource 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, or
2. Seeks or accepts any pecuniary gains or gratification in cash or kind from 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. Uses 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 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.
- 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 DETAILS:**

1.	Monthly salary of Office Assistants / Clerks	Rs.20,000/-
2.	Monthly salary of Receptionist-cum-Data Entry Operator (Typist)	Rs.17,000/-
3.	Monthly salary of Office peon (Munshi/Attendant)	Rs.12,000/-

**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.

**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 **16.06.2023, 5.00 p.m.** to the following address;

**CHAIRMAN/ DISTRICT JUDGE,  
District Legal Services Authority,  
ADR Building,  
Old District Court Campus,  
Karur-639 001.**

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

**Date : 05-06-2023  
Place: Karur**

**Sd/- R. Shanmuga Sundaram  
Chairman/District Judge,  
District Legal Services Authority,  
Karur.**

**Copy to :**

1. System Analyst, District Court, Karur(for publishing in District Court Website)
2. Notice Board of District Court, Karur
3. Notice board of District Legal Services Authority, Karur
4. Notice board of Taluk Legal Services Committee, Kulithalai
5. File.



**DISTRICT LEGAL SERVICES AUTHORITY, KARUR**

**APPLICATION FOR THE POST OF OFFICE ASSISTANTS/CLERKS,  
RECEPTIONIST-CUM-DATA ENTRY OPERATOR (TYPIST) AND OFFICE PEON  
(MUNSHI/ATTENDANT) IN LEGAL AID DEFENSE COUNSEL SYSTEM**

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

(Use separate application for each post)

1	Name in Block Letter With initial at the end									<b>Affix Self Attested Passport Size Photo of the Applicant</b>	
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	Typing (if any)										
15	Computer Knowledge (if any)										



<b>Educational Qualifications(Please list in chronological order from SSLC onwards)</b>							
<b>Certificates/ Degree</b>	<b>Specialization/ Branch</b>	<b>School/ College</b>	<b>Board/ University</b>	<b>Date of passing</b>	<b>Percentage / Grade</b>	<b>Class obtained</b>	
16							

17	Additional Information if any;							
	i							
	ii							
	iii							
18	Experience(starting from the latest work experience)							
	Sl No	Name of the Organization	Designation	Period		Nature of Work	Experience	
				From	To		Years	Months
					<b>Total</b>			

### **DECLARATION**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature is liable to be canceled. I have read and understood the instructions and terms of the engagement and agree to abide by those. I declare that I fulfill the eligibility conditions for the category to which I am seeking engagement. I also undertake to maintain absolute integrity and discipline as required thereunder. I agree with the remuneration structure and all the terms and conditions notified by DLSA concerned.

Signature of the Applicant

Place:

Date :



## **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 KARUR e-court website. (<https://districts.ecourts.gov.in/karur>)
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 and the duration is only for 2 years which may be extended based on the performance with periodical breaks 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.