



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: 2.6-2023 in TNSLSA.No.3910/S3/2022.

Date of Notification	5.06.2023
Last date for Submission of Application	16.06.2023

Name of the Post	Office Assistant / Clerk
No of Posts	01
Salary per Month (In Rs)	Rs.15,000/-
Age Limit	Should not be less than 21 years as on the date of Notification
Qualification	1. Educational Qualification: 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	Should not be less than 21 years as on the date of Notification
Qualification	1. Educational Qualification: Graduation, 2. Excellent verbal and written communication skills. 3. Word processing abilities, 4. The ability to work telecommunication systems (telephones, fax machines,switchboards etc), 5. Proficiency with good typing speed.

Name of the Post	Office Peon (Munshi/Attendant)
No of Posts	01
Salary per Month (In Rs)	Rs.12,000/-
Age Limit	Should not be less than 21 years as on the date of Notification
Qualification	<ol style="list-style-type: none"> 1. Educational Qualification :Passed in 8th or its is equivalent. 2. Cleaning the office before the commencement of office hours. 3. Ensuring that all places in the office are kept clean. 4. Bringing and serving water, beverages to the visitors in the office. 5. Carrying dak etc. 6. 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. 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) Clerk / Office Assistant

1. Keeping updated record of legal aided cases
2. Uploading the updated record/progress of the legal aid cases on NALSA portal.
3. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
4. Typing bail applications, petitions, 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

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.

8. Any work/duty assigned by Legal Services Authority.

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

Code of Ethics:-

Personnel engaged in the office of Legal Aid Defense Counsel shall observe the 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 its duties 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 16.06.2023.
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.

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, District Court Campus,
Srivilliputtur – 626135,
Virudhunagar District.

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

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.xxxxxx/-

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

S.No	Particulars
1	Name of the applicant
2	Name of the father/ mother
3	Age of the applicant
4	Occupation
5	Address
6	Signature of the applicant
7	Signature of the witness
8	Address of the witness
9	Signature of the applicant
10	Address of the applicant
11	Address of the applicant
12	Address of the applicant

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