

**TIRUNELVELI DISTRICT LEGAL SERVICES AUTHORITY**

**RECRUITMENT TO FILL UP THE SUPPORTING STAFF IN THE  
OPERATIONALISATION OF LEGAL AID DEFENSE COUNSEL SYSTEM IN THE  
DISTRICT LEGAL SERVICES AUTHORITY TIRUNELVELI**

<b>Sl.No</b>	<b>Name of Posts</b>	<b>No. of Posts</b>	<b>Qualification</b>	<b>Salary</b>
1.	Office Assistants/Clerks	02	1. Education Qualification: Graduation, 2. Basic word processing skills and the ability to operate computer and skills to feed data, 3. Good Typing speed with proper setting of petition, 4. Ability to take dictation and prepare files for presentation in the Courts, 5. File maintenance and processing knowledge.	Rs.20,000/-
2.	Receptionist Cum Data Entry Operator (Typist)	01	1. Educational Qualification: Graduation, 2. Excellent verbal and written communication skills, 3. Word and data processing abilities, 4. The ability to work telecommunication systems (telephones, fax machines, switchboards, etc.), 5. Proficiency with good typing speed.	Rs.17,000/-
3.	Office Peon	01	1. SSLC fail/pass	Rs.12,000/-

**Work Profiles:**

**1. Office Assistants/Clerks**

- i. Keeping uploaded records of legal aided cases,
- ii. Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,

- iii. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,
- iv. Typing applications, petitions, appeals, etc.,
- v. Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.,
- vi. Any other task assigned by the Chief Legal Aid Defense Counsel,
- vii. Any work/duty assigned by Legal Services Authority,
- viii. All duties assigned to Receptionist cum data entry operator.

## **2. Receptionist cum Data Entry Operator (Typist):**

- i. Greeting clients and visitors and answering visitor inquiries,
- ii. Answering and routing incoming calls on a multi-line telephone system,
- iii. Scheduling and routing legal aid seekers,
- iv. Maintaining the waiting area, lobby or other office areas,
- v. Scanning, Photocopying, faxing,
- vi. Collecting and routing mail and hand-delivered packages,
- vii. Answering face-to-face enquiries and providing information when required,
- viii. Uploading, at the initial point, legal aided cases on NALSA portal & other platforms and updating the information from time to time,
- ix. Any work/duty assigned by Legal Services Authority.

## **3. Office Peon (Munshi/Attendant)**

- i. General work of MTS, Munshi or Peon,
- ii. Cleaning the office before the commencement of office hours,
- iii. Ensuring that all places in the office are kept clean,
- iv. Brining and serving water, beverages to the visitors in the office,
- v. Carrying dak, misc. work etc.

vi. Any other work assigned by the Legal Services Authority.

**Selection Procedure:**

Selection of Office Assistants/Clerks, Receptionist cum Data Entry Operator (Typist), Office Peon for Legal Aid Defense Counsel System will be based on merit, taking into account the knowledge, Skills, Practice and Experience of candidates. 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 Executive Chairman, SLA.

## APPLICATION FORM

### DISTRICT LEGAL SERVICES AUTHORITY, TIRUNELVELI

Self Attested  
Passport Size  
Photo of the  
Applicant

1	Name of the post applied for	:						
2	Name of the applicant (in English) as per the certificate. (In Capital Letters)	:						
3	Name of the Father/Husband	:						
4	Date of Birth	:	DD	MM	YYYY			
5	Sex	:						
6	1. Educational Qualification (Copy of self attested certificates to be enclosed)	:						
	2. Additional Qualifications, if any (Copy of self attested certificates to be enclosed)	:						
7	Nationality and Native Place	:						
8	Religion	:						
9	Community (tick relevant column) (copy of certificate to be enclosed)	:	OC	BC	MBC	SC	ST	others
10	Caste (with sub caste)	:						
11	Marital Status	:						
12	Permanent Address	:						
13	Present Address with Contact Number and Email Id.	:						

14	Do you claim any priority on the following grounds? If yes, tick the relevant column and certificates to be attached.	:	
	1. Destitute widow	:	Yes No
	2. Physically challenged person	:	Yes No
	3. Ex-service man or dependent ex-service man	:	Yes No
	4. Intercaste marriage	:	Yes No
	5. Others.	:	Yes No
15	Is the applicant punished in any criminal case? If so, give details.	:	
16	Is any civil/criminal case pending against the applicant? If so, give details	:	
17	Is any spouse / relative working in this Judicial Department, Legal Services Authority? If so, furnish the details.	:	
18	No. of enclosures	:	

I declare that all the details furnished above are true to the best of my Knowledge.

Place:  
Date:

Signature of the applicant

**Note:** The Application with passport size photograph duly affixed and self attested in the space provided, as mentioned should be submitted along with self attested copies of all the relevant testimonials, certificates and should be despatched through Registered Post along with 20cm x 10cm self addressed Rs.55/- stamped envelope to **The Chairman/Principal District Judge, District Legal Services Authority, ADR Building, District Court Campus, Tirunelveli 627002** on or before **16.06.2023 at 05.45 p.m.** The applications received after the last date will not be entertained under any circumstances.