



**DISTRICT LEGAL SERVICES AUTHORITY**  
**DISTRICT COURT CAMPUS, THOOTHUKUDI**

**Notification**

Applications are invited from the qualified to work as Office Assistant / 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, THOOTHUKUDI as per the direction of the Tamil Nadu State Legal Services Authority, Chennai in No.3910/S3/2022 dated 02.06.2023 for the details visit <https://districts.courts.gov.in/tn/thoothukudi>.

**Name of the Post and Number of the Post:**

Sl.No	Name of the Post	No. of Post
1.	Office Assistant / Clerks	03
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

**Selection Procedure:**

The supporting staff for Legal Aid Defense Counsels shall be engaged on contract basis in each place/ district initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance. Selection of Office Assistants/Clerks, Receptionist cum Data Entry Operator (Typist) and Office Peon 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, SLSA, Chennai.

**Eligibility and Qualification**

The persons applying for the post in Legal Aid Defense Counsel System (LADCS), must be a citizen of India and necessary Educational Qualifications are given below;

**1. Office Assistants/Clerks**

**He / She must have:**

- ❖ Education 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)**

- ❖ Educational Qualification: Graduation,
- ❖ Excellent verbal and written communication skills,
- ❖ Word and data processing abilities,
- ❖ The ability to work telecommunication systems (telephones, fax machines, switchboards, etc.),
- ❖ Proficiency with good typing speed.

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

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

### **Work Profiles:**

#### **1. Office Assistants/Clerks**

- i. Keeping updated record 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. Bringing 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.

### **TERMINATION OF SERVICES:**

Services of any human resource 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 directions by SLSA in writing:

- He/she substantially breaches any duty or service required in the office, or
- 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
- Charged or Convicted for any offence by any court of law, or
- Indulges in any type of political activities, or
- Found incapable of rendering professional services of the required standards, or
- Failure to attend training programmes without any sufficient cause, or
- Indulges in activities prejudicial to the working of legal aid defense counsel office, or
- Using his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/herself or others, or

- Acts in breach of code of ethics, or
- remains absent without leave for more than two weeks, or
- 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 System 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.
- ❖ Legal Aid Defense Counsel shall devote his/her full time to his/her duties for the office of Legal Aid Defense Counsel and shall not engage in private practice of law during the term of employment.
- ❖ 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.
- ❖ Legal Aid Defense Counsel shall also follow the code of ethics prescribed by Bar Council of India for lawyers.

**Salary Details:**

1.	Monthly Salary of <b>Office Assistant / Clerks</b>	Rs.20,000/-
2.	Monthly Salary of <b>Receptionist cum Data Entry Operator (Typist)</b>	Rs.17,000/-
3.	Monthly Salary of <b>Office Peon (Munshi /Attendant)</b>	Rs.12,000/-

**How to Apply:**

The standard form of application annexed with the 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 the certificates and all other supportive documents should be submitted either **through post or in person on or before 16.06.2023 at 5.00** <sup>4:5</sup> <sub>PM</sub> to the following address;

**The Chairman/Principal District Judge,**

**District Legal Services Authority,**

**District Court Campus,**

**Thoothukudi - 628003**

**Note:**

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

Date: 05.06.2023

Place: Thoothukudi

M. S. W  
05.06.2023

**Chairman / Principal District Judge  
District Legal Services Authority  
Thoothukudi**

5/6/23  
5/6/23

**Copy to:**

1. System analyst, District Court, Thoothukudi ( for publishing in District Court Website)
2. Notice board of District Court, Thoothukudi.
3. Notice board of District Legal Services Authority, Thoothukudi
4. Notice board of Taluk Legal Services Committees Tiruchendur, Kovilpatti, Srivaikundam, Sathankulam and Vilathikulam
5. File

**DISTRICT LEGAL SERVICES AUTHORITY, THOOTHUKUDI**

**APPLICATION FORM**

**(Use separate application for each post)**

Self Attested Passport Size Photo of the Applicant
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1	Name of the post applied for (✓)	:	Office Assistant	Receptionist (Data Entry Operator)	Office Peon			
		:						
2	Name of the applicant (in English) as per the certificate. (In Capital Letters)	:						
3	Name of the Father/Husband	:						
4	Date of Birth / Age	:	DD	MM	YYYY	Age (as on 01.06.2023)		
		:						
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)	:						
	3. Typing (if any)	:						
	4. Computer Knowledge (if any)	:						
7	Nationality	:						
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.	:	
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	Experience (Starting from the latest work experience)	:	
<b>SL.No.</b>	<b>Name of the Organisation</b>	<b>Designation</b>	<b>Period</b>
19	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

### **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 Thoothukudi District court website.
  3. Candidates should attend the interview at their own expenses.
  4. 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.
  5. The selection criteria will be as per the guidelines of NALSA Legal Aid Defense Counsel System
  6. The applicant will be responsible for the authenticity of information and other documents by submitted her / him.
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