



DISTRICT LEGAL SERVICES AUTHORITY, TIRUVARUR

DLSA NO : 02/2023

DATED: 06.06.2023

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

NOTIFICATION 2 OF 2023

Applications are invited from the qualified Candidates to work as Office Assistant / Clerks, Receptionist Cum Data Entry Operator (Typist) and Office peon (Munshi/Attendant) on **Contract basis** in the “**LEGAL AID DEFENSE COUNSEL SYSTEM**” at District Legal Services Authority, Tiruvarur as per the direction of the Tamilnadu State Legal Services Authority, Chennai in TNSLSA. No.3910/S3/2022 Dated.02.06.2023 for further details visit <https://districts.ecourts.gov.in/tiruvarur>.

NAME OF THE POST AND NUMBER OF POST

Sl.No.	Name of the Post	No. of Posts
1.	Office Assistant / Clerks	02
2.	Receptionist Cum Data Entry Operator (Typist)	01
3.	Office peon (Munshi/Attendant)	01

IMPORTANT DATES:

Date of Notification	06.06.2023
Last date for Submission of Application	16.06.2023

SELECTION PROCEDURE

The supporting for Legal Aid Defence Counsels shall be engaged on contract basis in Tiruvarur District initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance. The selection of supporting staff for Legal Aid Defense Counsel System will be purely based on merit, taking into account of the eligibility and Qualification as envisaged in NALSA (Free and Competent Legal Services) Regulations 2010, subject to final approval by the Executive Chairman, TNSLSA Chennai. The Selection shall be carried out by selection committee and the Chairman/Principal District Judge, District Legal Services Authority, Tiruvarur.

ELIGIBILITY & QUALIFICATION:

The persons applying for the posts in Legal Aid Defence Counsel System(LADCS), must be citizen of India and necessary education qualification are as given below.

1.Qualification for Office Assistant/ 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.Qualification for Receptionist-cum-Data Entry Operator:

He/She must have;

- Educational Qualification: Graduation in any degree
- 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):

He/She must have;

- Passed in 8th Standard
- Ability to do work in Office

WORK PROFILES:

a) Office Assistant / Clerks

- Keeping updated record of legal aided cases,
- Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,
- Typing applications, petitions, appeals etc.,

- Doing ministerial work related to cases such as filing applications for copies of orders, judgement etc.,
- Any other task assigned by the Chief Legal Aid Defense Counsel,
- Any work/duty assigned by Legal Services Authority,
- All duties assigned to Receptionist cum data entry operator.

b) Receptionist-cum-Data Entry Operator

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

c) Office peon (Munshi/Attendant)

- General work of MTS, Munshi or Peon,
- Cleaning the office before the commencement of office hours,
- Ensuring that all places in the office are kept clean,
- Bringing and serving water, beverages to the visitors in the office,
- Carrying dak, misc. work etc.
- Any other work assigned by Legal Services Authority.

TERMINATION OF SERVICES

Services of any 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 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 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 wilfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during the fulfilment 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.

GENERAL INSTRUCTIONS

- Only short listed candidates will be called for written test / interview after scrutinizing the applications.
- The actual date and time of interview will be intimated by e-mail or by telephone or Tiruvarur ecourt website (<https://districts.ecourts.gov.in/tiruvarur>).
- Candidates should appear for the interview with their original certificates.
- Candidates attending the interview will do so at their own expenses.
- The positions are purely temporary and the duration is for 2 years which may be extended based on the performance with periodical breaks. The Selected Candidates cannot claim for permanency of the job.
- The Selection criteria would be as per guidelines of NALSA Legal Aid Defense Counsel Scheme 2022.
- The applicant will be responsible for the authenticity of information and other documents by submitted him/her.
- Fitness certificate to be produced on the date of Joining.

SALARY DETAILS:

The monthly salary fixed for the Human Resources are listed below.

Sl.No.	Name of the Post	Monthly Salary for Class C (Rs.)
1.	Office Assistant / Clerks	15,000/-
2.	Receptionist Cum Data Entry Operator (Typist)	15,000/-
3.	Office peon (Munshi/Attendant)	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 applications.

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 either through post or in person on or before **16.06.2023, 5.00 PM** to the following address;

**“THE CHAIRMAN / PRINCIPAL DISTRICT JUDGE”
DISTRICT LEGAL SERVICES AUTHORITY,
ADR BUILDING, DISTRICT COURT CAMPUS,
TIRUVARUR – 610 004.**

Super scribe the envelope as **“Application for the post of
Office Assistant / Clerks
Receptionist Cum Data Entry Operator (Typist)
Office peon (Munshi / Attendant)**
in Legal Aid Defense Counsel System (LADCS) in DLSA, Tiruvarur.

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/- Tmt.M.SHANTHI, B.Sc.B.L.,)
Chairman / Principal District Judge,
District Legal Services Authority,
Tiruvarur.

Dated : 06.06.2023
Place : Tiruvarur

Copy Communicated to

- 1) All the Courts functioning in the Tiruvarur District.
- 2) All the Taluk Legal Services Committee in Tiruvarur District.
- 3) System Analyst, District Court to publish in District Court Website.
- 4) File.

With a direction to place
above notification on the
notice board of concerned
courts and Taluk Legal
Services Committee.

DISTRICT LEGAL SERVICES AUTHORITY, TIRUVARUR

APPLICATION FOR LEGAL AID DEFENCE COUNSEL SYSTEM

(Office Assistant / Clerks, Receptionist Cum Data Entry Operator (Typist),
and Office peon (Munshi/Attendant))

NAME OF THE POST APPLIED : _____

(Use separate application for each post)

Affix Self
Attested
Passport Size
Phot of the
Applicant

1.	Name in Block Letter with initial at the end	:	
2.	Address for Communication	:	
3.	Gender	:	MALE / FEMALE / TRANSGENDER
4.	Date of Birth	:	DD - MM - YYYY 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 (A) Type Writing (B) Computer Course (C) Others	:	

15.	Educational Qualifications (Please List in chronological order from VIII / SSLC onwards)							
	Certificates / Degree	Specialization Branch	School College	Board University	Date of Passing	Percentage Grade	Class Obtained	
16.	Additional Information if any:							
	i)							
	ii)							
	iii)							
17.	Experience (Starting from the latest work experience)							
	Sl. No.	Name of the Organization	Designation	Period		Nature of Work	Experience	
				From	To		Years	Months
18.	Whether any criminal case / complaint is/was against the applicant in Court/Police Station:-(If yes specify details of both disposed and pending)						YES/NO	
19.	List of the documents to be attached. i) Self – Attested copy of Certificates in support of educational qualification. ii) Self – Attested copy of Photo Identify Card, Address Proof. iii) Conduct Certificate from two responsible persons.							

DECLARATION

I declare that the information's 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, Tiruvarur shall cancel my application / selection. I am aware that this application is only for the post on contract basis.

Signature of the Applicant

Place :

Date :