



## **DISTRICT LEGAL SERVICES AUTHORITY, TIRUVANNAMALAI**

**DLSA.No. 1836 /2022**

**Dated: 13-07-2022**

**Ref: TNSLSA No.3910/S3/ 2022, Dated: 11-07-2022.**

### **NOTIFICATION NO. 01 OF 2022**

Applications are invited from eligible persons to work full time on contract basis for a period of Two Years in “**LEGAL AID DEFENSE COUNSEL SYSTEM**” dealing exclusively with Legal Aided matter in Criminal Cases, proposed to be established in the District Legal Services Authority, Tiruvannamalai. Details of the name and number of the Posts are given below;

<b>S.No.</b>	<b>Name of the Post</b>	<b>No. of Post</b>
1.	Chief legal Aid Defense Counsel	1
2.	Deputy Chief Legal Aid Defense Counsel	1
3.	Assistant Legal Aid Defense Counsel	2
4.	Office Assistant / Clerks	2 *
5.	Receptionist –cum-Data Entry Operator(Typist)	1*
6.	Office Peon (Munshi/Attendant)	1*

**\* Rules of Reservation applicable.**

### **Important Dates:**

- Date of Notification 13-07-2022
- Last date for submission of Application 21-07-2022

### **HOW TO APPLY:**

The standard form of application are available in the Tiruvannamalai e-court website <https://districts.ecourts.gov.in/Tiruvannamalai> shall be used for apply the post along with two number of passport photographs and the applicants shall enclose self-attested photocopies of educational qualification along with experience certificate.

**SUBMISSION OF APPLICATION:**

▪ Separate application format for the posts of Chief Legal Aid Defense Counsel/ Deputy Chief Legal Aid Defense Counsel / Assistant Legal Aid Defense Counsel and other posts of Office Assistant/ Clerks /Receptionist-cum-Data Entry Operator /Office Peon (Munshi / Attendant) is enclosed herewith.

▪ 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 21.07.2022, 5:00 p.m. to the following address:

**CHAIRMAN/PRINCIPAL DISTRICT JUDGE,  
District Legal Services Authority, ADR Building,  
Tiruvannamalai – 606604.**

**Note:** Super scribe the envelope as Application for the post of ..... in Legal Aid Defense Counsel System (LADCS) in DLSA, Tiruvannamalai

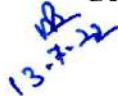
The applicant should submit the mobile / contact number in their applications for further required communication, if any.

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

**Date:** 13.07.2022

**Place:** Tiruvannamalai

  
**Chairman/Principal District Judge,  
District Legal Services Authority,  
Tiruvannamalai.**

  
13-7-22

**Explanation:**

Legal Aid Defense Counsel System (LADCS) is established for providing Legal aid, assistance and representation in criminal matters in line with “Public Defender System” and also for providing legal services from the early stages of criminal justice till appellate stage, which include visits to jails from catering to the Legal needs of unrepresented inmates. And it is an end to end legal services and it shall be provided the following services;

- Legal Advice and assistance to all individuals visiting the office,
- Representation/Conducting trial and appeals including all miscellaneous work in all sessions, Special and Magistrate Courts including executive Courts,
- Handling remand and Bail work,
- Providing legal assistance at pre-arrest stage as per NALA’s scheme for providing such assistance,
- Any other legal aided work related to District Courts or as assigned by the secretary DLSA,
- Periodic visit of Prisons of the district under the guidance of the Secretary, DLSA

**ELIGIBILITY & QUALIFICATION:**

The persons applying for the posts in Legal Aid Defense Counsel System (LADCS), He / She;

1. Must be a citizen of India and Local resident of Tiruvannamalai District
2. Should not be less than 21 years as on the date of Notification and others eligibility and education qualifications as follows;

**1. Chief Legal Aid Defense Counsel :**

- He /She must have;
- Practice in Criminal law for at least 10 years,
- Excellent oral and written communication skills,
- Excellent understanding of criminal law,
- Through understanding of ethical duties of a defense counsel,
- Ability to work effectively and efficiently with others with capability to lead,
- Must have handle at least 30 criminal trials in Sessions Court,
- Knowledge of computer system, preferable.

## **2. Deputy Chief Legal Aid Defense Counsel:**

- He / She must have;
- Practice in Criminal law for at least 7 years,
- Excellent understanding of criminal law,
- Excellent oral and written communication skills,
- Skill in legal research,  
Through understanding of ethical duties of defense counsel,  
Ability at work effectively and efficiently with others,  
Must have handle at least 20 criminal trials in Sessions Court,
- IT Knowledge with proficiency in work.

## **3. Assistant Legal Aid Defense Counsel:**

- He / She must have;
- Practice in criminal law from 1 to 3 years,
- Good oral and written communication skills,
- Thorough understanding of ethical duties of defense counsel,
- Ability to work effectively and efficiently with others,
- Excellent writing and research skills,
- IT knowledge with proficiency in work.

## **4. Office Assistant/ Clerks:**

- He / She must have ;
- Graduation of Any degree,
- Basic word processing skills and the ability to operate computer,
- Typing speed of 40 WPM,
- Ability to take dictation and entering data,
- File maintenance and processing knowledge

## **5. Receptionist-cum- Data Entry Operator:**

- He / She must have ;
- Graduation in Any degree,
- Excellent verbal and written communication skills,
- Word processing abilities,
- The ability to work telecommunication system (Telephones, Fax, Machines, switchboards etc.,)
- Proficiency with good typing speed.

## **6. Office Peon ( Munshi / Attendant ):**

- He /She must have;
- Pass 8<sup>th</sup> Standard
- Ability in cleaning and to do hospitality related works

## **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. Selection of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel, and Assistant Legal Aid Defense Counsel will be based on merit, taking into account of the years of practice, Handling of criminal cases in sessions courts, Legal knowledge, writing skills of candidates.
3. 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.
4. 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) Chief Legal Aid Defense Counsel**

- Conducting trials and appeals and bail matters in courts along with deputy Chief Legal Aid Defense Counsel.
- Assigning duties of Deputy Chief Legal Aid Defense Counsel
- Assigning duties of Assistant Chief Legal Aid Defense Counsel for assisting him and Deputy Chief Legal Aid Defense Counsel and for legal research.
- Ensure proper legal research, planning effective Defense strategy and thorough preparation in each and every legal aided case.
- Ensure maintenance of complete files of legal aid seekers.
- Ensure proper documentation with regard to legal aid assistance provided, ensure maintaining of up to date record of legal aided case.

- Will be overall in charge of administration the office of Chief Legal Aid Defense Counsel Office.
- Ensure quality of Legal Aid.
- Any work/duty assigned by legal services Authority.

#### **b) Deputy Chief Legal Aid Defense Counsel**

- Conducting trials/ appeals/ Remand work/ Bail applications as assigned by Chief Legal Aid Defense Counsel.
- Filling and arguing appeals and bail applications in Courts.
- Maintaining complete case files.
- Doing legal research in legal aided cases and guiding Assistant Legal Aid Defense Counsel and law students attached with the office in legal research.
- Proper client interviews at various stages for quality research work and representation at remand trial and appellate stage.
- Any work/duty assigned by Legal Services Authority.

#### **c) Assistant Legal Aid Defense Counsel**

- Conducting legal research in legal aided cases.
- Visits to Jail Clinics twice in a week.
- Providing assistance at pre-arrest stage to suspects.
- Assisting Chief Legal Aid Defense Counsel and deputy Legal Aid Defense Counsel in conduct of legal aided cases.
- Assisting in developing a Defense strategy after sifting through all of the evidence collected by the prosecution and after hearing the accused's version of what happened during the alleged crime in question.
- Visiting location/area of alleged crime, having discussions with family members etc, for effective and meaningful input for Defense strategy.
- Handling queries of legal aid seekers.
- Updating legal aid seekers about the progress of their cases.
- Assisting in maintaining complete files of legal aided cases.
- Handling legal queries relating to criminal matters on telephone.
- Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel.
- Any work/Duty assigned by Legal Services Authority.

**d) Office Assistant / Clerk**

- Keeping updated record of legal aided cases
- Uploading the updated record/progress of the legal aid cases on NALSA portal.
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
- Typing bail applications, petitions, etc.
- Doing ministerial work related to cases such as filling applications for copies of orders, judgment etc,
- Any other task assigned by the Chief Legal Aid Defense Counsel.
- Any work/duty assigned by Legal Services Authority.

**e) 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 and updating the information from time to time.
- Any work/duty assigned by Legal Services Authority.

**f) Office Peon (Munshi/Attendant)**

- Cleaning the office before the commencement of office hours.
- Ensuring that all places in the office are kept clean.
- Brining and serving water, beverages to the visitors in the Office.
- Carrying dak etc.
- Any other work assigned by Legal Services Authority.

**TERMINATION OF SERVICES**

Services of any human resource / staff including Legal aid Defense counsel engaged in the office of Legal Aid Defense Counsel System can be terminated at any time, without any prior notice in the following cases:

- i. He/she substantially breaches any duty or service required in the office.
- ii. Seeks or accepts any pecuniary gains from the legal aid seekers or beneficiary his friend or relative.
- iii. Charged or Convicted for any offence.
- iv. Indulges in any type of political activities.
- v. Found incapable of rendering professional services of the required standards.
- vi. Failure to attend training programmes without any sufficient cause.
- vii. Indulges in activities prejudicial to the working of legal aid Defense counsel office.
- viii. Using his/her position in legal aid Defense counsel office to secure unwarranted privileges or advantages for him/herself or others.
- ix. Acts in breach of code of ethics.
- x. Remains absent without leave for more than two weeks.

### **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 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:**

<b>S.No.</b>	<b>Name of the Post</b>	<b>Salary per Month</b>
1.	Chief Legal Aid Defense Counsel	Rs.90,000/-
2.	Deputy Chief Legal Aid Defense Counsel	Rs.60,000/-
3.	Assistant Legal Aid Defense Counsel	Rs.30,000/-
4.	Office Assistant / Clerks	Rs.20,000/-
5.	Receptionist –cum-Data Entry Operator(Typist)	Rs.15,000/-
6.	Office Peon (Munshi/Attendant)	Rs.14,000/-

**HOW TO APPLY:**

The standard form of application is available in the Tiruvannamalai e-court website <https://districts.ecourts.gov.in/Tiruvannamalai> shall be used for apply the post along with two number of passport photographs and the applicants shall enclose self-attested photocopies of educational qualification along with experience certificate.

**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 20.07.2022, 5:00 p.m. to the following address:

**CHAIRMAN/PRINCIPAL DISTRICT JUDGE,  
District Legal Services Authority, ADR Building,  
Tiruvannamalai – 606604.**

**Note:** Super scribe the envelope as Application for the post of ..... in Legal Aid Defense Counsel System (LADCS) in DLSA, Tiruvannamalai

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**Date:** .07.2022  
**Place:** Tiruvannamalai

**Chairman/Principal District Judge,  
District Legal Services Authority,  
Tiruvannamalai.**

**Copy to:**

1. Notice Board of District Court, Tiruvannamalai
2. System Analyst, District Court for publish in District Court Website
3. Notice board of District Legal Services Authority, Tiruvannamalai
4. The President / Secretary, Bar Association, Tiruvannamalai
5. The President / Secretary, Advocate Association, Tiruvannamalai

6. The President / Secretary, Lawyers Association, Tiruvannamalai
7. The Chairman, All Taluk Legal Services Committee, Tiruvannamalai District.
8. The File.