



## **DISTRICT LEGAL SERVICES AUTHORITY, ERODE.**

Advertisement for recruitment to fill up the post in the implementation of “**Legal Aid Defense Counsel System**” in the District Legal Services Authority, Erode.

As per the direction of the Hon’ble Tamilnadu State Legal Services Authority, Chennai in TNSLSA No.3910/S3/2022 dated 11.07.2022 and the minutes of the meeting of the District Legal Services Authority, Erode dated 13.07.2022, applications are invited for the posts in Legal Aid Services Authority, Erode for the selection of the Legal Aid Defense Counsel and the eligible candidates having the eligibility criteria mentioned in the notification for the posts concerned, may apply for the respective post in the prescribed format, along with copies of all the testimonials and certificates duly self attested by the applicant. The posts have been called for the respective Legal Aid Services Authority purely on contract basis, so as to provide Legal Services in Criminal matters to eligible persons.

**Last date of receipt of application: 22.07.2022 till 5.30 p.m.**

**(Sd/-Thiru.B.MURUGESAN)  
Chairman/Principal District Judge,  
District Legal Services Authority,  
Erode.**



**TAMILNADU STATE LEGAL SERVICES AUTHORITY,  
CHENNAI**

**DISTRICT LEGAL SERVICES AUTHORITY  
ERODE.**

**NOTIFICATION**

Applications are invited from the qualified Advocates to work as a Legal Aid Defense Counsel on Contract basis in the District Legal Services Authority, Erode as per the direction of the Tamilnadu State Legal Services Authority in TNSLSA No.3910/S3/2022 Dated 11.07.2022 for details visit <https://districts.ecourts.gov.in/erode>.

**NAME OF THE POST AND NUMBER OF POST:**

S.No	NAME OF THE POST	No. of Post
1.	Chief legal Aid Defense Counsel	01
2.	Deputy Chief Legal Aid Defense Counsel	01
3.	Assistant Legal Aid Defense Counsel	02
4.	Office Assistant / Clerks	02
5.	Receptionist –cum-Data Entry Operator(Typist)	01
6.	Office Peon(Munshi/Attendant)	01

**IMPORTANT DATES:**

Date of Notification	<b>15-07-2022</b>
Last date for submission of Application	<b>22-07-2022</b>

**SELECTION PROCEDURE:**

1. Legal Aid Defense Counsels shall be engaged on contract basis in Erode District initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance. 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 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 the Executive Chairman, SLSA.

## **ELIGIBILITY & QUALIFICATION:**

The persons applying for the posts in Legal Aid Defense Counsel System (LADCS), must be a citizen of India and Local resident of Erode District and other eligibility and education qualifications are given below;

### **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
- Thorough 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,  
Thorough understanding of ethical duties of defense counsel,  
Ability to 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 ( Munchi / Attendant )**

He /She must have

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

## **WORK PROFILES:**

### **a) Chief Legal Aid Defence Counsel**

1. Conducting trials and appeals and bail matters in courts along with deputy Chief Legal Aid Defence Counsel.
2. Assigning duties of Deputy Chief Legal Aid Defence Counsel
3. Assigning duties of Assistant Legal Aid Defence Counsel for assisting him and Deputy Chief Legal Aid Defence Counsel and for legal research.
4. Ensure proper legal research, planning effective defence strategy and thorough preparation in each and every legal aided case.
5. Ensure maintenance of complete files of legal aid seekers.
6. Ensure proper documentation with regard to legal aid assistance provided, ensure maintaining of up to date record of legal aided case.
7. Will be overall in charge of administration the office of Legal Aid Defence Counsel Office.
8. Ensure quality of Legal Aid.
9. Any work/duty assigned by Legal Services Authority.

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

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

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

1. Conducting legal research in legal aided cases.
2. Visits to Jail Clinics twice in a week.
3. Providing assistance at pre-arrest stage to suspects.

4. Assisting Chief Legal Aid Defence Counsel and Deputy Legal Aid Defence Counsel in conduct of legal aided cases.
5. Assisting in developing a defence 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.
6. Visiting location/area of alleged crime, having discussions with family members etc, for effective and meaningful input for defence strategy.
7. Handling queries of legal aid seekers.
8. Updating legal aid seekers about the progress of their cases.
9. Assisting in maintaining complete files of legal aided cases.
10. Handling legal queries relating to criminal matters on telephone.
11. Any otherwork related to legal aid assigned by Chief Legal Aid Defence Counsel.
12. Any work/Duty assigned by Legal Services Authority.

**d) 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.

**e) 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.
9. 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.

## **TERMINATION OF SERVICES**

Services of any human resource/staff including Legal aid defence counsel engaged in the office of Legal Aid Defence 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 relative.
3. Charged or Convicted for any offence.
4. Indulges in any type of political activities.
5. Found incapable of rendering professional services of the required standards.
6. Failure to attend training programmes without any sufficient cause.
7. Indulges in activities prejudicial to the working of legal aid defence counsel office.
8. Using his/her position in legal aid defence counsel office to secure unwarranted privileges or advantages for him/herself or others.
9. Acts in breach of code of ethics.
10. 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 DETAILS:**

1	Monthly salary of a Chief legal Aid Defense Counsel	Rs.90,000/-
2	Monthly salary of Deputy Chief legal Aid Defense Counsel	Rs 60,000 /-
3	Monthly salary of Assistant legal Aid Defense Counsel	Rs 30,000 /-
4.	Monthly salary of Office Assistants / Clerk	Rs. 20,000/-
5.	Monthly salary of Receptionist – cum- Date Entry Operator	Rs. 15,000/-
6	Monthly salary of Office peon	Rs 14,000/-

### **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 application.

### **SUBMISSION OF APPLICATION:**

The duly filled in 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 **22.07.2022, 5.30 p.m.** to the following address;

**CHAIRMAN/PRINCIPAL DISTRICT JUDGE,  
District Legal Services Authority,  
ADR Building,  
District Court Campus,  
Erode-638 011**

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

**Date: 15-07-2022**  
**Place: Erode**

**(Sd/-Thiru.B.MURUGESAN)**  
**Chairman/Principal District Judge,**  
**District Legal Services Authority,**  
**Erode.**

**DISTRICT LEGAL SERVICES AUTHORITY, ERODE.**

**Application for the post of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel and Assistant Legal Aid Defense Counsel (Advocate Only)**

Affix 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.	:			
3	Name of the Father/Husband	:			
4	Date of Birth	:	DD	MM	YYYY
5	Sex	:			
6	Bar Council Enrollment No	:			
7	Bar Council Enrollment Date and Year	:			
8	1.Educational Qualification (copy of mark sheets, certificates, Bar certificates and any other related self attested certificates to be enclosed)	:			



	2. Any other Addl. Qualification and experience certificates with self attested to be enclosed.	:						
9	Community (tick relevant community) (copy of certificate to be enclosed)	:	OC	BC	MBC	SC	ST	Others
10	Caste (with sub caste)	:						
11	Nationality/Religion.	:						
12	Native Place	:						
13	Whether the applicant married	:	Yes			No		
14	Permanent Address	:						
15	Mobile Number & E-mail Id	:						
16	Experience, Certificates to be attached	:						
17	Is the applicant was punished in any of criminal case? If, so give details.	:	Yes			No		
18	Is there any civil/criminal case pending against the applicant. If yes, state the particulars.	:	Yes			No		

19	Is there any spouse / relative working in this Judicial Department, Legal Services Authority. If it is so furnish the details.	: _____ _____	
20	Are you Already a member in Legal Aid Panel. If yes, mention the Empanelment Year	: _____	
21	No. of enclosures	: _____ _____ _____	

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

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**Place:**

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**Signature of the applicant**

**Date:**

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## 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 Erode court website. (<https://districts.ecourts.gov.in/erode>)
3. Candidates should appear for the interview with their original certificates.
4. Candidates should attend the interview at their own expenses.
5. 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.
6. The selection criteria will be as per the guidelines of NALSA Legal Aid Defense Counsel System.
7. The applicant will be responsible for the authenticity of information and other documents by submitted her/him.