

DISTRICT LEGAL SERVICES AUTHORITY
SIVAGANGAI.

DLSA.No 01/2023

Dated: 05-06-2023

Ref: 1. TNSLSA No.3910/S3/ 2022. Dated: 11-07-2022.

2. TNSLSA No.3910/S3/ 2022. Dated: 02-06-2023.

NOTIFICATION NO. 01 OF 2023

Applications are invited from eligible persons for full time work on contract basis for the period of Two Years in “ **LEGAL AID DEFENSE COUNSEL SYSTEM**“ dealing exclusively Legal Aid matter in Criminal Cases, proposed to be function in District Legal Services Authority, SIVAGANGAI. Details of the name of the Post and number of requirement are given below;

S.No.	NAME OF THE POST	No. of Post
1.	Clerk/ Office Assistant	02
2.	Receptionist –cum-Data Entry Operator(Typist)	01
3.	Office Peon(Munshi/Attendant)	01

for more details visit <https://districts.ecourts.gov.in/sivagangai>

Important Dates:

Date of Notification	05-06-2023
Last date for submission of Application	16-06-2023

Selection Procedure:

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), 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.

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 SIVAGANGAI District
2. Should not be less than 21 years as on the date of Notification

and others eligibility and education qualifications as follows;

1. 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.

2. 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.

3. Office Peon (Munchi / Attendant)

He /She must have

- Pass 8th Standard
- Ability in cleaning and to do hospitality related works

PROCEDURE FOR SELECTION:

1. The supporting staff for Legal Aid Defense Counsel System shall be engaged on contract basis in district initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance.
2. 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.
3. 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) 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 work/duty assigned by Legal Services Authority.

b) 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.

c) Office Peon(Munshi/Attendant)

1. General work of MTS, Munshi or Peon.
2. Cleaning the office before the commencement of office hours.
3. Ensuring that all places in the office are kept clean.
4. Brining and serving water, beverages to the visitors in the Office.
5. Carrying dak etc Misc. work etc.
6. Any other work assigned by Legal Services Authority.

TERMINATION OF SERVICES

Services of any resource engaged in the office of Legal aid defence 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 the directions by SLSA in writing.

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 his friend or relative.
3. Charged or Convicted for any offence by any court of law.
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.
11. If services are found unsatisfactory during the six-monthly performance review by the SLSA or DLSA.

Estimated Salaries :

1	Monthly salary of Clerk / Office Assistants	Rs. 15,000/-
2	Monthly salary of Receptionist – cum- Date Entry Operator	Rs. 15,000/-
3	Monthly salary of Office peon	Rs. 12,000/-

HOW TO APPLY:

The standard form of application annexed with this notification 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 16.06.2023, 5:00 p.m. to the following address:

“CHAIRMAN/PRINCIPAL DISTRICT JUDGE,

District Legal Services Authority,

ADR Building,

SIVAGANGAI-630 561

Super scribe the envelope as **“Application for the post of**
in Legal Aid Defense Counsel System (LADCS) in DLSA , SIVAGANGAI

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/-

CHAIRMAN /PRINCIPAL DISTRICT JUDGE
District Legal Services Authority
SIVAGANGAI

Copy to :

1. Public Relation Officer, District Collectorate for publish in the Official Website of District
2. System Analyst , District Court for publish in District Court Website
3. Notice Board of District Court, SIVAGANGAI
4. Notice board of District Legal Services Authority, SIVAGANGAI
5. File.

APPLICATION FORM**DISTRICT LEGAL SERVICES AUTHORITY, SIVAGANGAI**

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