



கன்னியாகுமரி மாவட்ட சட்டப்பணிகள் ஆணைக்குழு  
மாவட்ட நீதிமன்ற வளாகம், நாகர்கோவில்.  
**KANNIYAKUMARI DISTRICT LEGAL SERVICES AUTHORITY**  
**DISTRICT COURT CAMPUS, NAGERCOIL.**

Email: [dlsakanyakumaril@gmail.com](mailto:dlsakanyakumaril@gmail.com);

Phone. No: 04652 291 744

**CHAIRMAN**

**Thiru.S.Arul Murugan,B.A.,B.L.,**  
**Principal District and Sessions Judge**

**SECRETARY**

**Tmt. D. Asha Kousalya Shanthini, B.Sc.,, B.L.,**  
**Sub Judge**

**D.No : 1579/2023/KKDLA; Dated: 05/06/2023**

Notice inviting applications for engagement as supporting staff for the office of the Legal Aid Defense Counsel System attached to the District Legal Services Authority, Kanniyakumari.

- Applications are invited from eligible candidates having requisite qualifications for the posts of Office Assistant/Clerk, Receptionist cum data entry operator (Typist), and Office Peon (Attendant).
- The staffs, who are appointed to any of the aforesaid posts, will be engaged on contract basis initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance;
- Applications should be submitted only in the Application Format annexed hereunder.
- Duly filled-up applications should be submitted either through post or in person at **“The Chairman, District Legal Services Authority, ADR Centre, Combined Court Buildings, Court Road, Nagercoil – 629001.”**
- Duly filled-up applications should reach us **on or before 16.06.2023 by 05.00 PM.** Any application received thereafter will be rejected.
- Applicant must take due care and caution in ensuring that all relevant columns in the application form are fully filled-up. **Incomplete applications are liable to be rejected.**
- Applicants are expected to fill up the application form only after a thorough reading and full understanding of the entire contents of this Notification.
- Applicant should be residing within Kanniyakumari District.

**Sd/- Thiru. S.Arulmurugan**  
Chairman / Principal District Judge,  
District Legal Services Authority,  
Kanniyakumari @ Nagercoil.

Encl: 1. Details of Posts open for recruitment;  
2. Application Format.

To : 1. Notice Board, Principal District Court, Nagercoil.  
2. Notice Board, District Legal Services Authority, Nagercoil.  
3. Notice Board, Taluk Legal Services Committee in Kanniyakumari District.  
4. The System Analyst, District Court, Nagercoil. (for uploading in the official website of Kanniyakumari District Judiciary)  
5. File

## Details of Posts open for recruitment

Sl. No.	Name of Posts	No. of Posts	Qualification	Honorarium
1.	Office Assistant / Clerk	2	<ol style="list-style-type: none"> <li>1. Educational Qualification: Graduation,</li> <li>2. Basic word processing skills and the ability to operate computer and skills to feed data,</li> <li>3. Good Typing speed with proper setting of petition,</li> <li>4. Ability to take dictation and prepare files for presentation in the Courts,</li> <li>5. File maintenance and processing knowledge.</li> </ol>	Rs.15,000/- to Rs.20,000/- per mensem
2.	Receptionist cum data entry operator (Typist)	1	<ol style="list-style-type: none"> <li>1. Educational Qualification: Graduation</li> <li>2. Excellent verbal and written communication skills</li> <li>3. Word and data processing abilities,</li> <li>4. The ability to work telecommunication systems (telephones, fax machines, switchboards etc),</li> <li>5. Proficiency with good typing speed</li> </ol>	Rs. 15,000/- to Rs.17,000/- per mensem
3.	Office peon (Attendant)	1	<ol style="list-style-type: none"> <li>1. Educational Qualification: 8<sup>th</sup> std pass (Preference will be given to the persons having valid Light Motor Vehicle (LMV) driving license).</li> <li>2. General work of MTS, Munsif or Peon.</li> <li>3. Ability to work effectively and efficiently for carrying out any other work assigned by Legal Services Authority.</li> <li>4. Should be a local resident.</li> </ol>	Rs. 10,000/- to Rs.12,000/- per mensem

**Application (Proforma) for the post of Office Assistant/Clerk, Receptionist cum data entry operator (Typist), Office Peon (Attendant), Legal Aid Defense Counsel System attached to the District Legal Services Authority, Kanniyakumari.**

(Legal Aid Defense Counsel Scheme 2022)

(To be filled personally by the applicant)

Application No : \_\_\_\_\_ **(for Office use only)**

**Applied for the post of** \_\_\_\_\_

S. No	Particulars	
1	Name ( Capital letters)	
2	Father's Name & W/o	
3	Date of Birth	
4	Sex	
5	Present address	
6	Permanent Address ( attach copy of address proof)	
7	Mobile Number (WhatsApp)	
8	E-mail ID	
9	Technical Qualification a) Type writing b) Computer Course c) Other	

10	Educational Qualification (list in chronological order from VIII/SSLC onwards)						
Certificate / Degree	Specialization / Branch	School / College	Board / University	Year of passing	Percentage	Class obtained	
11	Experience (Starting from the latest work experience)						
S. No	Name of the organization	Designation	Period		Nature of work	Experience	
			From	To		Years	Months
12	List of certificates attached (self attested) i. SSLC Mark Sheet ii. HSC Mark Sheet iii. Degree or Diploma Certificate iv. Transfer Certificate v. Aadhar Card vi. Driving license						

**DECLARATION**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature is liable to be cancelled. I have read and understood the instructions and terms of the engagement and agree to abide. I declare that I fulfil the eligibility conditions for the category to which I am seeking engagement. I also undertake to maintain absolute integrity and discipline as required thereunder. I agree with the remuneration structure and all the terms and conditions notified by SLSA/DLSA concerned.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature)

## **GENERAL INSTRUCTIONS**

- I. Only short listed candidates will be published in court website for interview after scrutinizing the applications.
- II. The ***Venue, date and time of interview*** will be intimated in Kanniyakumari District e-court website. **(<https://kanniyakumari.dcourts.gov.in/>)**
- III. Candidates should appear for the interview with their original certificates.
- IV. Candidates should attend the interview at their own expenses.
- V. The posts are purely on 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.
- VI. The selection criteria will be as per the guidelines of NALSA- Legal Aid Defense Counsel System under Modified Scheme, 2022.
- VII. The applicant will be responsible for the authenticity of information and other documents by submitted her/him.