



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

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Phone. No: 04652 291 744

CHAIRMAN

Thiru. B. Karthikeyan, B.L.,
Principal District and Sessions Judge

SECRETARY (FAC)

Tmt. M. Siva Sakthi, LLM,
Senior Civil Judge

Notification No. 151/2024, Dated: 24/08/ 2024

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 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 which can be downloaded [here](#).
- 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 02/09/2024 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/-

Chairman / Principal District & Sessions Judge,
Kanniyakumari District Legal Services
Authority @ 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	1	<ol style="list-style-type: none">1. Educational Qualification: Graduation,2. Basic word processing skills and the ability to operate computer and skills to feed data,3. Good Typing speed with proper setting of petition,4. Ability to take dictation and prepare files for presentation in the Courts,5. File maintenance and processing knowledge.	Rs.15,000/- to Rs.20,000/- per mensem
2	Office peon (Attendant)	2	<ol style="list-style-type: none">1. Educational Qualification: 8th std pass (Preference will be given to the persons having valid Light Motor Vehicle (LMV) driving license).2. General work of MTS, Munsi or Peon.3. Ability to work effectively and efficiently for caring out any other work assigned by Legal Services Authority.4. Should be a local resident.	Rs. 10,000/- to Rs.12,000/- per mensem