



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

Email: dlsakanyakumari1@gmail.com;

Phone. No: 04652 291 744

CHAIRMAN

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

SECRETARY

Tmt. V. Udaya Suriya, M.L.,
Senior Civil Judge

D.No: 3077/2025/KKDLA; Dated: 25/09/2025

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 post of **Office Peon (Munshi/Attendant)**.
- The staffs, who are appointed to any of the aforesaid post, will be engaged on contract basis initially for a period of one year 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 14/10/2025 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.B.Karthikeyan

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 Post open for recruitment

Sl. No.	Name of Posts	No. of Posts	Qualification	Honorarium
1.	Office peon (Attendant)	1	1. Educational Qualification: 8th std pass (Preference will be given to the persons having valid Light Motor Vehicle (LMV) driving license). 2. Cleaning the office before the commencement of office hours. Ensuring that all places in the office are kept clean. 3. Bringing and serving water, beverages to the visitors in the Office. 4. Carrying dak, misc, work etc. 5. Any other work assigned by Legal Services Authority 6. Ability to work effectively and efficiently for caring out any other work assigned by Legal Services Authority. 7. Should be a local resident.	Rs. 10,000/- to Rs.12,000/- per mensem

Application (Proforma) for the post of Office Peon (Munshi/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	Age & 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	Educational Qualification	

10	List of certificates attached (self attested) i. SSLC Mark Sheet ii. HSC Mark Sheet iii. Transfer Certificate iv. Aadhar Card v. Driving license	
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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 SLISA/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 post is purely on contract basis and the duration is only for 1 year 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.