



DISTRICT LEGAL SERVICES AUTHORITY VELLORE

ADR Building,
ADR Building, Sathuvachari, Vellore-632 009,
E.mail: dlsavellore@gmail.com
Phone.No.0416-2255599

NOTIFICATION No: 01/2024

Applications are invited from eligible persons to work full time on contract basis for a period of Two Years in “**LEGAL AID DEFENSE COUNSEL SYSTEM**” dealing exclusively with Legal Aided matter in Criminal Cases, established in the District Legal Services Authority, Vellore. Details of the Post and number of requirements are given below;

Code No.	Name of the Post	No. of Post	Honorarium (Retainership fee) and Salaries
01	Deputy Chief Legal Aid Defense Counsel	01	Rs.50,000/-
02	Assistant Legal Aid Defense Counsel	03	Rs.30,000/-
03	Office Assistant/Clerk	01	Rs.20,000/-
04	Receptionist–cum-Data Entry Operator (Typist)	01	Rs.17,000/-
05	Office Peon (Munshi /Attendant)	03	Rs.12,000/-
Date of Notification			27-08-2024
Last Date for submission of Application			10-09-2024

Eligibility, Qualification and Work Profiles :

Qualification for Deputy Chief Legal Aid Defence Counsel:

- Practice in Criminal law for at least 7 years,
- Excellent understanding of criminal law,
- Excellent oral and written communication skills,
- Skill in legal research,
- Through understanding of ethical duties of defence counsel,
- Ability to work effectively and efficiently with others,

- Must have handled at least 20 criminal trials in Sessions Courts, may be relaxed in exceptional circumstances, by Hon'ble executive Chairman, SLSA,
- IT Knowledge with proficiency in work.

Work Profile for Deputy Chief Legal Aid Defense Counsel:

- Conducting trials/appeals/ Remand work/Bail applications/visits to prisons etc., as assigned by Chief Legal Aid Defence Counsel,
- Filing and arguing appeals and bail applications in Courts,
- Maintaining complete case files,
- Doing legal research in legal aided cases and guiding assistant legal Aid Defence Counsel and law students attached with the office in legal research,
- Proper client interviews at various stages for quality research work and representation at remand trial and appellate stage,
- All or any of the work of the Chief defense Counsel as per assignment,
- Any work/duty assigned by Legal Services Authority.

Qualification for Assistant Legal Aid Defense Counsel:

- Practice in Criminal law from 0 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 high proficiency in work.

Work Profile for Assistant Legal Aid Defense Counsel:

- Filing of cases, conducting trials in Magistrate trial cases,
- Remand/bail and other miscellaneous work,
- Legal research in legal aided cases,
- Visit to Prison and Legal Aid Clinics as per directions,
- Providing assistance at pre-arrest stage to suspects,
- Assisting Chief Legal Aid Defense Counsel and Deputy Legal Aid. Defense Counsel(s) in conduct of legal aided cases,
- Assisting in developing a defense strategy after sifting through all of the evidence collected by the prosecution and after hearing the accuser's version of what happened

during the alleged,

- Crime in question,
- Visiting location/area of alleged crime, having discussions with family members etc, for effective and meaningful input of defense strategy,
- Handling queries of legal aid seekers,
- Updating legal aid seekers about the progress of their cases,
- Assisting in maintaining complete files of legal aided cases,
- Handling legal queries relating to criminal matters on telephone,
- Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel,
- Any work/duty assigned by Legal Services Authority.

Qualification for Office Assistant/ Clerks:

- Educational Qualification: Graduation,
- Basic word processing skills and the ability to operate computer and Skills to feed data,
- Good Typing speed with proper setting of petition,
- Ability to take dictation and prepare files for presentation in the Courts,
- File maintenance and processing knowledge.

Work Profile for Office Assistant/ Clerks :

- Keeping updated record of legal aided cases,
- Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,
- Typing applications, petitions, appeals etc.,
- Doing ministerial work related to cases such as filing applications for copies of orders, judgments etc.,
- Any other task assigned by the Chief Legal Aid Defense Counsel,
- Any work/duty assigned by Legal Services Authority,
- All duties assigned to Receptionist cum data entry operator.

Qualification for Receptionist–cum-Data Entry Operator (Typist) :

- Educational Qualification: Graduation,
- 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.

Work Profile for Receptionist–cum-Data Entry Operator (Typist) :

- Greeting clients and visitors and answering visitor inquiries,
- Answering and routing incoming calls on a multi-line telephone system,
- Scheduling and routing legal aid seekers,
- Maintaining the waiting area, lobby or other office areas,
- Scanning, Photocopying, faxing,
- Collecting and routing mail and hand-delivered packages,
- Answering face-to-face enquiries and providing information when required,
- Uploading, at the initial point, Legal aided cases on NALSA portal, other platforms and updating the information from time to time,
- Any work/duty assigned by Legal Services Authority.

Qualification for Office Peon (Munshi /Attendant):

- Educational Qualification: Passed in VIII Standard or it is equivalent,
- Ability in cleaning and to do hospitality related works.

Work Profile : Office Peon (Munshi/Attendant)

- General work of MTS, Munshi or Peon,
- Cleaning the office before the commencement of office hours,
- Ensuring that all places in the office are kept clean,
- Bringing and serving water, beverages to the visitors in the office,
- Carrying dak, misc. work etc,
- Any other work assigned by Legal Services Authority.

Termination of Services:

Services of any human resource including legal aid defence counsel engaged in the office of Legal Aid Defense 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:

- i. He / She substantially breaches any duty or service required in the office, or
- ii. Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid

- seekers or beneficiary or his friend or relative, or
- iii. Charged or Convicted for any offence by any court of law, or
 - iv. Indulges in any type of political activities, or
 - v. Found incapable of rendering professional services of the required standards, or
 - vi. Failure to attend training programmes without any sufficient cause, or
 - vii. Indulges in activities prejudicial to the working of legal aid defense counsel office, or
 - viii. Uses his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/herself or other, or
 - ix. Acts in breach of code of ethics, or
 - x. Remains absent without leave for more than two weeks, or
 - xi. If services are found unsatisfactory during the six-monthly performance review by the SLSA or DLSA

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.

Entitlement to Leave:

- Deputy Legal Aid Defense shall be eligible for 15 days' leave in a calendar year on pro-rata basis.
- Assistant Counsel Legal Aid Defense Counsel and other staff persons shall be eligible for 12 days' leave in a calendar year on pro-rata basis.
- No remuneration for the period of absence in excess of the admissible leave will be paid to the human resource of Legal Aid Defense Counsel Office. Un-availed leave shall neither be carried forward to next year nor encashed.

Submission of Application:

- The Standard form of application annexed with this notification shall be used for applying the post. Two recently taken Passport size photos self-attested photocopies pertaining to the Academic qualification and Experience Certificates, if any, shall be enclosed.
- The duly filled up application in the prescribed format along with Self attested copy of Certificates and all other supportive documents, testimonials should be submitted/reached by post on or before **10-09-2024, 05.45 p.m.** to the following address.

CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
ADR Building, Sathuvachari,
Vellore-632009.

The applicant should mention the Code Number and Name of the Post at the top of the envelope and to furnish the Whats' app Mobile Number and E-Mail ID in their applications for further communication. Individual communication regarding the date, time of certificate verification and interview will not be sent to the applicants by post. The details will be made available on our district court website <https://districts.ecourts.gov.in/vellore>. **Email id: dlsavellore@gmail.com** Applicants will be informed of the above facts only through E-Mail communication and they should watch the above website in this regard.

Incomplete application will be rejected. No application will be entertained after
05.45 p.m. on 10-09-2024.

Sd/- Dr.P.Murugan, Ph.D.(Law),
Chairman/Principal District Judge,
District Legal Services Authority,
Vellore.

Date : 27-08-2024

Place: Vellore

Copy to:-

(To Publish in the Notice Board of the concerned office)

1. The District Collector, Vellore, Ranipet and Thirupathur District
2. All the Judicial Officers in the Combined Vellore District
3. The District Legal Services Authority, Vellore
4. All the Taluk Legal Services Committee
5. The Bar Association, Advocate Association and Women Bar Association, Vellore
6. All Bar Association, Katpadi, Gudiyatham, Ambur, Vaniyambadi, Thirupathur, Arcot, Ranipet, Walajapet, Sholinghur and Arakkonam
7. The System Analyst, Principal District Court, Vellore to publish in District Court Website
8. The District Employment Officer, Vellore, Ranipet and Thirupathur District (for Publication)
9. The Public Relation Officer, Collector Office, Vellore, Ranipet and Thirupathur District (with a request to give wide publicity of the above notification/this NEWS in English and Tamil News Papers)



DISTRICT LEGAL SERVICES AUTHORITY, VELLORE

Post Code _____

APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER IN LEGAL AID DEFENSE COUNSEL SYSTEM

NAME OF THE POST APPLIED: Please mark ✓ in appropriate post

DEPUTY CHIEF /

ASSISTANT LEGAL AID DEFENSE COUNSEL

(Use separate application for each post)

STATE : _____

DISTRICT : _____

Application No. : _____

(For Office use)

Recent Passport
Size Photo of the
Applicant

1.	Name of the Post applied for	:			
2.	Name of the applicant	:			
3.	Name of the Father/ Husband	:			
4.	Date of Birth	:	DD	MM	YYYY
5.	Gender	:			
6.	Nationality	:			
7.	Residential Address:	:			
8.	Office Address	:			

9.	Chamber Address (if any)	:	
10.	Telephone No.(Office)	:	
11.	Telephone No.(Residence)	:	
12.	Mobile No.	:	
13.	E-mail ID	:	
14.	PAN No.	:	
15.	AADHAR No.:	:	
16.	Educational Qualification (Please enclose self-attested copies of documents) :		
	Course	Name of Board / University	Year of Passing
	Graduation		Obtained Percentage (aggregate)
	Professions Degree LLB		
	LLM		
	Any other (if any)		
17.	Date of Enrollment as Lawyer	:	
18.	Enrollment No. (Attach self-attested copy of enrollment certificate issued by Bar Council)	:	
19.	Experience in Bar (Duration of actual practice) (Attach an experience certificate issued by the Bar Association/Council) (a) Total no. of cases handled : (b) Nature of cases handled : (Attach extra sheet, if required)	:	

	(c) Specialization, if any : (The details of a few important cases, the Applicants have dealt with/handled and reported Judgments if any.)	
20.	Whether empanelled as Central/State Government or Government undertaking counsel/pleader (Indicate period & attach documents)	:
21.	The Courts where the Applicant is regularly practicing (Enclose Bar Association Membership Certificate)	:
22.	Specify whether earlier remained on the panel of HCLSC/DLSA or TLSC (Indicate period, number of legal aid cases handled & result) (attach documents)	:
23.	Whether any disciplinary case/ Complaint is/ was against the Applicant with any Bar Council : YES NO (If yes, specify details of both disposed & pending with documents)	:
24.	List of the documents to be attached. 1. Self-Attested copy of Certificates in support of educational qualifications. 2. Self-Attested copy of Certificate in Enrollment issued by the Bar Council under the Advocates Act, 1961. 3. Self-Attested copy of Photo Identity Card, Address Proof. 4. Self-Attested copy of ITR for last 3 years (if available). 5. Photo copies of judgments in 5 Sessions cases, represented as Defense lawyer, (for the post of Chief/Deputy Legal Aid Defense Counsel). 6. Photocopies of at least 5 cross examinations in Sessions cases (for Chief/Deputy Legal Aid Defense Counsel).	:

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 by those. I declare that I fulfill the eligibility conditions for the category to which I am seeking engagement. I declare that I have never been penalized by any Bar Council in any Disciplinary Proceedings. I also undertake to maintain absolute integrity and discipline as required there under. I agree with the remuneration structure and all the terms and conditions notified by SLSA/DLSA concerned.

(Signature)

Place:

Date:



DISTRICT LEGAL SERVICES AUTHORITY, VELLORE

Post Code _____

APPLICATION FOR THE SUPPORTING STAFF OF THE LEGAL AID DEFENCE COUNSEL SYSTEM

NAME OF THE POST APPLIED: Please mark ✓ in appropriate post

- 1) Office Assistant / Clerk,**
 2) Receptionist cum Data Entry Operator (Typist),
 3) Office Peon (Munshi / Attendant)

(Use separate application for each post)

1	Name in Block Letters With initial at the end								Recent Passport Size Photo of the Applicant	
2	Address for Communication									
3	Gender	MALE / FEMALE / TRANSGENDER								
4	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age (as on 20-08-2024)
										Years
5	Marital Status									
6	Father/Husband Name									
7	Nationality									
8	Community	OC	BC	MBC				S C	ST	

9	Physically challenged	YES / NO. If yes, state the nature.					
10	Permanent Address						
11	Phone & Mobile Number						
12	E-mail address (valid & functional)						
13	Aadhaar Number						
14	Educational Qualifications (Please list in chronological order from SSLC onwards)						
	Certificates /Degree	Specialization /Branch	School/ College	Board/ University	Date of passing	Percentage / Grade	Class obtained
15	Additional Information						
	i						
	ii						
	iii						
	iv						

