



DISTRICT LEGAL SERVICES AUTHORITY, VELLORE

Dated: 02-01-2026

NOTIFICATION NO. 01 OF 2026

Advertisement for engaging supporting staff on contract basis to work in the office of the Legal Aid Defense Counsel System at District Legal Services Authority, Vellore.

As per the direction of the Tamil Nadu State Legal Services Authority, Chennai in TNSLSA No.6366/S3/2025/7552, dated 10.12.2025, TNSLSA No.6562/S3/2025/7875, dated 31.12.2025 and Office Note order of the District Legal Services Authority, Vellore dated. 02.01.2026, applications are invited for engaging qualified persons on contract basis for the following categories in the Legal Aid Defense Counsel System in the prescribed format, along with copies of all the testimonials and certificates duly self attested by the applicant. Details of the name of the Post and number of requirement are given below :

S.No.	Name of the Post	Salary per month	No. of Post
1.	Office Assistant / Clerks	Rs.20,000/-	01
2.	Office Peon (Munshi / Attendant)	Rs.12,000/-	01

ELIGIBILITY & QUALIFICATION:

Those applying for the posts of supporting staffs in Legal Aid Defense Counsel System should not be less than 21 years as on the date of Notification and others eligibility and education qualifications as follows :

a. Qualification for Office Assistant / Clerks

- Educational Qualification: Graduation (any degree in any discipline)
- 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 in English and Tamil and prepare files for presentation in the Courts,
- File maintenance and processing knowledge.

b. Office Peon:

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

PROCEDURE FOR SELECTION:

Legal Aid Defense Counsel System Supporting staffs shall be engaged;

1. On **contract basis in district initially for a period of one year and may be extended by one year on satisfactory performance.** The LADCS Supporting Staffs payments are as honorarium or on retainer ship basis only and not salaried. Not entitled to claim any preference to regular Government positions or to Government pay, allowances or perquisites.
2. Selection of Office Assistant/Clerk and Office Peon (Munshi/Attendant) will be purely 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.

4. HOW TO APPLY:

The standard form of application annexed with this notification shall be used for applying the above said post. Self attested education qualification certificates, experience certificate and two recently taken passport size photos must be annexed with the application.

Important Dates:

Date of Notification	02-01-2026
Last date for submission of Application	02-02 -2026
Interview for Eligible Candidates fixed on	11-02- 2026

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 **by post only** on or before **02-02-2026** to the following address:

**CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority, ADR Building,
Sathuvachari, Vellore – 632 009**

Incomplete application will be rejected without assigning any reasons. No application will be entertained after the last date fixed. All communication regarding the selection process will be published only in E-Court Vellore website. A separate communication letter will not be sent to the applicants.

Note: Super scribe the envelope as Application for the post of
in Legal Aid Defense Counsel System (LADCS) in DLSA, Vellore

Date: 02-01-2026
Place: Vellore

**-- Sd/--
Chairman/Principal District Judge,
District Legal Services Authority,
Vellore**

GENERAL INSTRUCTION

1. Only short listed candidates will be published in court website for interview after scrutinizing the applications.
2. The Venue, date and time of interview will be intimated in Vellore e-court website: (<https://districts.ecourts.gov.in/vellore>)
3. Candidates should appear for the interview with their all original certificates.
4. Candidates should attend the interview at their own expenses.
5. The posts are purely contract basis and the duration is only 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.
6. The selection criteria will be as per guidelines of NALSA, Legal Aid Defense Counsel System under Modified Scheme, 2022.
7. The applicant will be responsible for the authenticity of information and other documents by submitted her/him.



DISTRICT LEGAL SERVICES AUTHORITY, VELLORE

APPLICATION FOR THE SUPPORTING STAFF OF LEGAL AID DEFENCE COUNSEL SYSTEM

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

1) Office Assistant / Clerks ☐

2) Office Peon ☐

(Use separate application for each post)

1	Name in Block Letters With initial at the end									PHOTO	
2	Address for Communication										
3	Gender	MALE / FEMALE / TRANSGENDER									
4	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age (as on 01.12.2025)	
										Years	Months
5	Marital Status										
6	Father/Husband Name										
7	Nationality										
8	Community	OC	BC			MBC			SC	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 VIII / SSLC onwards)						
	Certificates /Degree	Specialization /Branch	School / College	Board / University	Date of passing	Percentage / Grade	Class obtained

15	Additional Information							
	i							
	ii							
	iii							
	iv							
16	Experience (starting from the latest work experience)							
	Sl. No	Name of the Organization	Designation	Period		Nature of Work	Experience	
				From	To		Years	Months
		Total						

DECLARATION

I declare that the information furnished above is true and correct to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, the District Legal Services Authority, Vellore shall cancel my application/selection. I am aware that this application only for the post on contract basis.

Place:

Date:

Signature of the Applicant