

DISTRICT LEGAL SERVICES AUTHORITY, SALEM.

DLSA No. 2060/2024

Dated 24.08.2024.

Ref: TNSLSA No.3910/S3/2023 dated 20.08.2024.

NOTIFICATION NO.04/2024.

Applications are invited from eligible persons for full time work on contract basis in "LEGAL AID DEFENSE COUNSEL SYSTEM" proposed and functioning in District Legal Services Authority, Salem. Details of the name of the post and number of requirements are given below.

S.No.	Human Resources (Honorarium/Monthly salary)	No. of Persons
1.	Office Assistants/Clerks	1
2.	Office Peon	2

Important Dates:

Date of Notification	24.08.2024
Last date for submission of Application	02.09.2024

ELIGIBILITY & QUALIFICATION:

The persons applying for the posts in Legal Defense Counsel System (LADCS),

He/She,

1. Must be a citizen of India and Local resident of Salem District.
2. Should not be less than 21 years as on the date of Notification.

and others eligibility and education qualifications as follows;

1. Office Assistants/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.

2. Office Peon (Munchi / Attendant)

- Pass 8th standard
- Ability in cleaning and to do hospitality related works.

PROCEDURE FOR SELECTION:

Legal Aid Defense Counsels and other posts shall be engaged;

1. On contract basis in district initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance.
2. The selection of Office Assistants/Clerk and Office Peon will be 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.

WORK PROFILE

1. 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, judgement 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.

2. 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 defense 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:

1. He / She substantially breaches any duty or service required in the office, or
2. 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
3. Charged or convicted for any offence by any court of law, or
4. Indulges in any type of political activities, or
5. Found incapable of rendering professional services of the required standards, or
6. Failure to attend training programmes without any sufficient cause, or
7. Indulges in activities prejudicial to the working of legal aid defense counsel office, or
8. Uses his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/herself or others, or
9. Acts in breach of code of ethics, or
10. Remains absent without leave for more than two weeks, or
11. If services are found unsatisfactory during the six-monthly performance review by the SLSA or DLSA.

ESTIMATED SALARY:

S.No.	Human Resources (Honorarium/Monthly salary)	No. of Persons	Class – A (Rs.)
1.	Office Assistants/Clerks	1	20,000/-
2.	Office Peon	2	14,000/-

HOW TO APPLY:

The standard form of application annexed with this notification shall be used for apply the post along with two number of passport photographs and the applicants shall enclose self-attested photocopies of educational qualification along with experience certificate.

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 on or before 02.09.2024, 5.30p.m. to the following address:

CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
District Court Campus, Hasthampatty,
Salem-636007.

Super scribe the envelope as "Application for the post of
In Legal Aid Defense Counsel System (LADCS) in DLSA, Salem.

The applicants should submit the mobile/contact number in their applications for further required communication, if any.

Incomplete application will be rejected without assigning any reasons. No application will be entertained after the last date fixed.

nm 24/18

Chairman/Principal District Judge,(FAC)
District Legal Services Authority,
Salem.

Copy to:

1. System Analyst, District court for publish in District Court Website.
2. Notice Board of District Court, Salem.
3. Notice Board of District Legal Services Authority, Salem and all Taluk Legal Services Committees of Salem district.
4. File.