DISTRICT LEGAL SERVICES AUTHORITY, SALEM.

DLSA No.3851/2025 Dated :26.09.2025.

Ref: TNSLSA No.4949/S3/2025 dated 23.09.2025.

NOTIFICATION NO.06/2025.

Applications are invited from eligible persons for full time work on contract basis for the period of Two years 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	No. of Persons
1.	Receptionist cum Data Entry Operator (Typist)	1
2.	Office Peon	2

IMPORTANT DATES:

Date of Notification	26/09/2025
Last date for submission of Application	10/10/2025

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. Receptionist cum Data Entry Operator (Typist)

- Educational Qualification: Graduation,
- Excellent verbal and written communication skills,
- Word and data processing abilities,
- The ability to work telecommunication systems (telephones, fax machines, switchboards etc),
- Proficiency with good typing speed.

2. Office Peon (Munchi / Attendant)

- Pass 8th standard
- Ability in cleaning and to do hospitality related works.
- Ability to drive four / Two wheeler.

PROCEDURE FOR SELECTION;

Legal Aid Defense Counsels and other posts shall be engaged;

1. On contract basis in district initially for a period of one year with a stipulation of extension on yearly basis on satisfactory performance.

2. The selection of Receptionist cum Data Entry Operator (Typist) 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. 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.

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 f 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.	Receptionist cum Data Entry Operator (Typist)	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 and the same is compulsory reached on or before 10/10/2025 at 5.00 p.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.

Sd/-xxxxx

Chairman/Principal District Judge,
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.
4. Notice Boards of Taluk Legal Services Committees in Salem District.
5.File.

APPLICATION FOR SUPPORTING STAFF OF LEGAL AID DEFENSE COUNSEL SYSTEM

DISTRICT LEGAL SERVICES AUTHORITY, SALEM.

(Receptionist - Cum - Data Entry Operator (Typist), Office peon (Munshi/ Attendant)

NAME OF THE POST APPLIED: _____

(Use separate application for each post)

1	Name in Block Letters With initial at the end									Affix 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 01.08.2025)	
										_____ 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.	Technical Qualification, i) Type writing ii) Computer Course iii) Others										

15	Educational Qualifications (Please list in chronological order from VIII/SSLC onwards)						
	Certificates/ Degree	Specialization / Branch	School/ University	Board/ University	Date of passing	Percentage/ Grade	Class obtained

16.	Additional Information if any:	
	i	
	ii	
	iii	
	iv	

17	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 are 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, Salem shall cancel my application/selection. I am aware that this application only for the post on contract basis.

Signature of the Applicant

Place:

Date:

GENERALINSTRUCTIONS:

1. Only shortlisted candidates will be called for interview after scrutinizing the applications.

2. The **Venue, Date and Time of interview** will be intimated by e-mail or by telephone to the shortlisted candidates and notified in Salem e-court website. (https://salem.dcourts.gov.in)

3. Candidates should appear for the interview with their original certificates.

4. Candidates attending the interview will do so at their own expenses.

5. The posts are purely contract basis and the duration is for 1 year which may be extended on the performance with periodical breaks. The selected candidates cannot claim for permanency of the job.

6. The selection criteria would 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 submitted.

8. The performance of the candidates will be monitored for 6 months and further confirmation will be based on their performance.