DISTRICT LEGAL SERVICES AUTHORITY, CHENNAI

சென்னை மாவட்ட சட்டப்பணிகள் ஆணைக்குழுவில் **LEGAL AID DEFENSE COUNSEL SYSTEM** என்ற பிரிவிற்கு தகுதி மற்றும் திறமை வாய்ந்த நபர்களிடமிருந்து பணியிடங்களுக்கு, தொகுப்பூதியம் அடிப்படையில் பணிபுரிய விண்ணப்பங்கள் வரவேற்கப்படுகிறது.

Requirement of Human Resources for Legal Aid Defence Counsel Office (LADCS)

Sl. No.	Name of the Post	No. of Required
1	Chief Legal Aid Defence Counsel	1
2	Deputy Chief Legal Aid Defence Counsel	3
3	Assistant Legal Aid Defence Counsel	6
4	Office Assistant / Clerks	3
5	Receptionist-cum-Data Entry Operator (Typist)	1
6	Office Peon	3
	Total	**17**

மேற்கண்ட பணியிடங்களுக்கான தகுதி, தேர்வுமுறை, விண்ணப்பம் மற்றும் விண்ணப்பிப்பதற்கான கடைசி தேதி 28-07-2025 மாலை 05.00 மணிக்குள் பதிவு தபால் மூலம் அனுப்பவும். இது குறித்த இதர தகவல்களுக்கு சென்னை மாநகர உரிமையியல் நீதிமன்ற இணையதளத்தினை https://chennai.dcourts.gov.in/ பார்வையிடுமாறு சென்னை மாவட்ட சட்டப்பணிகள் ஆணைக்குழுவின் சார்பில் தெரிவித்துக்கொள்ளப்படுகிறது.

_Sd_

Chairman / Principal Judge

DLSA, Chennai

DISTRICT LEGAL SERVICES AUTHORITY, CHENNAI

DLSA No: /2025 **DATED:08.07.2025**

Ref : TNSLSA No.1816/S3/2025 Dated.02.07.2025

NOTIFICATION

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, proposed to be established in the District Legal Services Authority, Chennai. Details of the name of the Post and number of requirements are given below.

Sl.No.	Name of the Post	No. of Post
1.	Chief Legal Aid Defense Counsel	01
2.	Deputy Chief Legal Aid Defense Counsel	03
3.	Assistant Legal Aid Defense Counsel	06
4.	Office Assistant / Clerk	03
5.	Receptionist – cum – Data Entry Operator	01
6.	Office Peon (Munshi / Attendant)	03
	TOTAL	**17**

Important Dates:

Date of Notification	**08.07.2025**
Last date for Submission of Application	**28.07.2025**

GUIDELINES FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS IN LEGAL AID DEFENSE COUNSELS IN DLSA

1. Scope of Work:

Legal Aid Defense Counsel Office shall be dealing exclusively with legal aided matters in criminal matters of the District or HQ, wherein it is established. It shall be providing legal services from the early stages of criminal justice till appellate stage, and the same shall include visits to jails from catering to the legal needs of unrepresented inmates. Initially it shall not be dealing with all type of civil matters and cases of complainant, wherein present counsel assignment system (Panel Lawyers) will continue to be operational. The following end to end legal services shall be provided through the Legal Aid Defense Counsel Office:

- Legal Advice and Assistance to all individuals visiting the office,

- Representation/Conducting trial and appeals including all miscellaneous work in all criminal courts such as Sessions, Special and Magistrate Courts including executive courts,
- Handling Remand and Bail work,
- Providing legal assistance at pre-arrest stage as per need and also in accordance with NALSA's scheme for providing such assistance,
- Any other legal aided work related to District Courts or as assigned by the Secretary DLSA,
- Periodic visit of Prisons of the district under the guidance of the Secretary, DLSA.

2. Selection Procedure:

After due publicity including public notice, applications will be invited and a fair, transparent and competitive selection process shall be adopted by DLSA under guidance of SLSA. Legal Aid Defence Counsels shall be engaged on contract basis in each place/district initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance. The performance of each human resource shall be assessed in every six months by SLSA in consultation with DLSA concerned. Selection of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsels, Assistant Legal Aid Defense Counsels will be purely based on merit, taking into account the knowledge, skills, practice and experience of candidates. 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, SLSA. In the selection committee at least three senior most judicial officers posted at HQ, dealing mainly criminal cases, preferably sessions cases, will also be included. No person with conflict of interest shall be part of selection process. After approval by the Executive Chairman, SLSA, engagement contract will be executed between the Secretary DLSA and the person so engaged. The eligibility criterions are as follows:-

a) Qualifications for Chief Legal Aid Defense Counsel:

* Practice in Criminal law for at least 10 years,

* Excellent oral and written communication skills,

* Excellent understanding of criminal law,

* Thorough understanding of ethical duties of a defence counsel,

* Ability to work effectively and efficiently with others with capability to lead,

* Must have handled at least 30 criminal trials in Sessions Courts, aforesaid condition of handling of 30 criminal cases can be relaxed in appropriate circumstances,

* Knowledge of computer system, preferable.

* Quality to lead the team with capacity to manage the office.

b) Qualifications for Deputy Chief Legal Aid Defense 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,

* Thorough 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.

c) 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 defence counsel.

* Ability to work effectively and efficiently with others.

* Excellent writing and research skills.

* IT Knowledge with high proficiency in work.

d) 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.

e) QUALIFICATION FOR RECEPTIONIST – CUM – DATA ENTRY OPERATOR.

- Educational Qualification: Graduation,
- Excellent Verbal and written communication skills,
- Word and data processing abilities,
- Ability to work telecommunication system (telephone, fax machines, switchboards etc),
- Proficiency with good typing speed.

e) QUALIFICATION FOR OFFICE PEON (Munchi / Attendant)

- Pass 8th Standard.
- Ability in Cleaning and to do hospitality related works.
-

WORK PROFILE:

a) Chief Legal Aid Defense Counsel

- Conducting trials and appeals and bail matters in courts along with deputy chief & assistant legal Aid Defense Counsels,
- Assigning duties to deputy legal Aid Defense Counsels in the office,
- Assigning duties of Assistant legal Aid Defence Counsel for assisting him and Deputy Chief legal Aid Defense Counsel and for other work including legal research,
- Ensure proper legal research, planning effective defence strategy and thorough preparation in each and every legal aided case,
- Ensure maintenance of complete files of legal aid seekers,
- Ensure proper documentation with regard to legal aid assistance provided, ensure maintenance of up-to-date record of legal aided cases,
- Will be overall in charge of administration of the office of Legal Aid Defense Counsel Office.

- Ensure quality legal aid,

  • Consultation and ensuring updation of the case progress to the client and his/her relative(s),

- Any work/duty assigned by Legal Services Authority.

b) Deputy Chief Legal Aid Defense Counsel

- Conducting Trials / Appeals / Remand Work / Bail Applications/Visits to Prisons etc., as assigned by Chief Legal Aid Defense Counsel.
- Filling and arguing appeals and bail applications in Courts.
- Maintaining complete case files.
- Doing legal research in legal aided cases and guiding Assistant Legal Aid Defense 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 Cheif Defence Cousel as per assignment.
- Any work/duty assigned by Legal Services Authority.

c) Assistant Legal Aid Defense Counsel

- Filing of cases, conducting trails in Magistrate trial cases,
- Remand/bail and other miscellaneous work,
- Legal research in legal aided cases,
- Visits 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 defence strategy after sifting through all of the evidence collected by the prosecution and after hearing the accused'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 for 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.

d) Clerk / Office Assistant

- Keeping updated record of legal aided cases.
- Uploading the updated record / progress of the Legal Aid Cases on NALSA Portal and digital platforms as per directions.
- Maintaining complete files of Legal Aid Cases and keeping files with proper index in a systematic manner,
- Typing applications, petitions, appeals etc.,
- Doing ministerial work related to cases such as filling applications for copies of orders, Judgment 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.

e) Receptionist-cum-Data Entry Operator

- 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.

f) Office Peon (Munshi / Attendant)

- Cleaning the office MTS, Munshi or Peon,
- Cleaning the office before the commencement of office hours.
- Ensuing that all places in the office are kept clean.
- Brining 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:

- He / She substantially branches any duty or service required in the office or,
- Seeks or accepts any pecuniary gains or gratification in cash or kind from the Legal Aid seekers or beneficiary his friend or relative, or
- Charged or Convicted for any offence by any court of law, or
- Indulges in any type of political activities, or
- Found incapable or rendering professional services of the required standards, or
- Failure to attend training programmes without any sufficient cause, or
- Indulges in activities prejudicial to the working of Legal Aid Defense Counsel Office, or
- Using his / her position in Legal Aid Defense Counsel Office to secure unwarranted privileges or advantages for him / herself or others, or
- Acts in breach of code of ethics, or
- Remains absent without leave for more than two weeks, or
- 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 wilfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during the fulfilment 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.

GENERAL INSTRUCTIONS

- Only short-listed candidates will be called for written test / interview after scrutinizing the applications.
- The actual date and time of interview will be intimated by e-mail e-courts website (https://chennai.dcourts.gov.in) or by telephone / Mobile only to the short-listed candidates.
- Candidates should appear for the interview with their original certificates.
- Candidates attending the interview will do so at their own expenses.
- The positions are purely temporary and the duration is for 2 years which may be extended based on the performance with periodical breaks. The Selected Candidates cannot claim for permanency of the job.
- Preference will be given to candidates possessing relevant experience.
- The Selection criteria would be as per guidelines of NALSA Legal Aid Defense Counsel System.
- The applicant will be responsible for the authenticity of information and other documents submitted.

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

Salary:

The Honorarium fixed for the Position of Chief, Deputy Chief, Assistant Legal Aid Defense Counsels, Office Assistants / Clerk, Receptionist-cum-Data Entry Operator, Office Peon (Munshi/Attendant) are listed below.

Sl.No.	Name of the Post	Honorarium / Retainership fee / Salary Per Month
1.	Chief Legal Aid Defense Counsel	Rs:70,000 to 1,00,000/-
2.	Deputy Chief Legal Aid Defense Counsel	Rs:50,000 to 75,000/-
3.	Assistant Legal Aid Defense Counsel	Rs:25,000 to 45,000/-
4.	Office Assistant / Clerk	Rs:18,000 to 20,000/-
5.	Receptionist – cum – Data Entry Operator	Rs:18,000 to 20,000/-
6.	Office Peon (Munshi / Attendant)	Rs:12,500 to 15,000/-

HOW TO APPLY

The standard form of application annexed with this notification shall be used to apply for the post along with two numbers of Passport Photographs and the applicants shall enclosed self-attested photocopies of Educational Qualification along with Experience Certificate.

SUBMISSION OF APPLICATION

The dully filled application in the prescribed format along with self-attested copy of certificates and all other supportive documents should be submitted through Reg. post only on or before **28.07.2025, 5.00 PM** to the following address.

"CHAIRMAN / PRINCIPAL JUDGE"
DISTRICT LEGAL SERVICES AUTHORITY,
ADR BUILDING, HIGH COURT CAMPUS,
CHENNAI – 600 104.

Super scribe the envelope as **"Application for the post of**
Chief Legal Aid Defense Counsel /
Deputy Chief Legal Aid Defense Counsel /
Assistant Legal Aid Defense Counsel
in Legal Aid Defense Counsel System (LADCS) in DLSA, Chennai.

Super scribe the envelope as **"Application for the post of**
Office Assistant / Clerks, Receptionist – cum – Data Entry Operator, Office Peon (Munshi / Attendant)
in Legal Aid Defense Counsel System (LADCS) in DLSA, Chennai.

The applicants should submit the Mobile / Contact Number and mail address 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/-S.Karthikeyan
Chairman / Principal Judge,
District Legal Services Authority,
Chennai.

Date : 08.07.2025
Place : Chennai

Copy Communicated to

1) All the Bar Association in Chennai District.
2) System Analyst, District Court to publish in District Court Website.
3) Notice Board of District Courts, Chennai.
4) Notice Board of District Legal Services Authority, Chennai.
5) File.

DISTRICT LEGAL SERVICES AUTHORITY, CHENNAI

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

STATE_____

DISTRICT_____

Application No. _____
(For Office use)

Photo

APPLICATION FOR CHIEF/DEPUTY/ASSISTANT LEGAL AID DEFENSE COUNSEL

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-07-2025) :
5. Gender :
6. Residential Address :

7. Office Address :

8. Chamber Address (if any) :

9. Telephone no. (O) :
10. Telephone No. (R) :
11. Mobile No. :
12. Fax 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	Obtained Percentage (aggregate)
Graduation			
Professional Degree LLB			
LLM			
Any other (if any)			

17. Date of Enrollment as Lawyer:

18. Enrollment No. :

(Attach self-attested copy of enrolment 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 judgement 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 practising :

(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).

(Signature)

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 fulfil the eligibility conditions for the category to which I am seeking engagement. I declare that I have never been penalised by any Bar Council in any Disciplinary Proceedings. 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 SLSA/DLSA concerned.

(Signature)

Place:_____ Date:_

DISTRICT LEGAL SERVICES AUTHORITY, CHENNAI

APPLICATION FOR THE POST OF OFFICE ASSISTANTS/CLERKS, RECEPTIONIST – CUM – DATA ENTRY OPERATOR, OFFICE PEON (MUNSHI/ATTENDANT) IN LEGAL AID DEFENSE COUNSEL SYSTEM

NAME OF THE POST APPLIED : _____

(Use separate application for each post)

<table>
<tr><td>1</td><td>Name in Block Letter
With initial at the end</td><td colspan="9"></td><td rowspan="2">Affix Self Attested Passport Size Photo of the Applicant</td></tr>
<tr><td>2</td><td>Address for Communication</td><td colspan="9"></td></tr>
<tr><td>3</td><td>Gender</td><td colspan="10">MALE/FEMALE/TRANSGENDER</td></tr>
<tr><td rowspan="2">4</td><td rowspan="2">Date of Birth</td><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td colspan="2">Age(as on 01.08.2024)</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Years</td><td>Months</td></tr>
<tr><td>5</td><td>Marital Status</td><td colspan="10"></td></tr>
<tr><td>6</td><td>Father/Husband Name</td><td colspan="10"></td></tr>
<tr><td>7</td><td>Nationality</td><td colspan="10"></td></tr>
<tr><td>8</td><td>Community</td><td colspan="2">OC</td><td colspan="2">BC</td><td colspan="2">MBC</td><td colspan="2">SC</td><td>ST</td></tr>
<tr><td>9</td><td>Physically challenged</td><td colspan="10">YES/NO. If yes, state the nature.</td></tr>
<tr><td>10</td><td>Permanent Address</td><td colspan="10"></td></tr>
<tr><td>11</td><td>Phone &
Mobile Number</td><td colspan="10"></td></tr>
<tr><td>12</td><td>E-mail address
(valid &functional)</td><td colspan="10"></td></tr>
<tr><td>13</td><td>Aadhaar Number</td><td colspan="10"></td></tr>
<tr><td>14</td><td>Typing (if any)</td><td colspan="10"></td></tr>
<tr><td>15</td><td>Computer Knowledge
(if any)</td><td colspan="10"></td></tr>
<tr><td></td><td colspan="11">Educational Qualifications(Please list in chronological order from SSLC onwards)</td></tr>
</table>

16	Certificates/ Degree	Specialization/ Branch	School/ College	Board/ University	Date of passing	Percentage /Grade	Class obtained

17	Additional Information if any;	
	i	
	ii	
	iii	
	iv	

18	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 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 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 DLSA concerned.

Signature of the Applicant

Place:

Date :