

Notification No. 02/2025/LADCS/DLSA/CBE

Dated: 27.03.2025



**DISTRICT LEGAL SERVICES AUTHORITY,
COIMBATORE**

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, Coimbatore.

As per the direction of the Tamil Nadu Legal Services Authority, Chennai in TNSLSA No.1064a/S3/2025, Dated: 24.03.2025 and the Office Note order submitted by the District Legal Services Authority, Coimbatore dated 27.03.2025, applications are invited for engaging qualified persons on contract basis for the following category in the Legal Aid Defense Counsel System, may apply in the prescribed format, along with copies of all the testimonials and certificates duly self attested by the applicant.

Name of the Post	Office Peon (Munshi/Attendant)
No of Posts	03
Salary per Month (In Rs)	Rs.14,000/- Per Month
Desired Qualification	Passed in VIII Standard or it is equivalent. ❖ Ability to read and write ❖ Ability in cleaning and to do hospitality related works. ❖ Active Driving License.

Nature of Work by Supporting Staffs of Legal Aid Defense Counsel System:-

a) Office Peon (Mushi/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 District Legal Services Authority.

Selection Procedure:

The supporting staff shall be engaged on contract basis, initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance. The performance of every human resource shall be assessed every six months by SLSA in consultation with DLSA Concerned. The Selection of Office Peon (Munshi/Attendant) will be purely based on merits, 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 of the TNSLSA.

Code of Ethics:-

Personnel engaged in the office of Legal Aid Defense Counsel shall observe the following conditions/code of ethics:

1. Personnel within the office of Legal Aid Defense Counsel shall not engage in any outside activity.
2. No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
3. 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.
4. 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.
5. 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, 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.
6. The Supporting staff shall devote his/her full time to his/her duties for the office of the Legal Aid Defense Counsel.
7. 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.

Termination of Services:-

The Services of any Human Resource / staff 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 or political activities, or
- v. Found incapable of rendering professional services of the required standards, or
- vi. Failure to attend training programs without any sufficient cause, or
- vii. Indulges in activities prejudicial to the working of legal aid Defense counsel office, or
- viii. Using his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/herself or others, 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.



**DISTRICT LEGAL SERVICES AUTHORITY,
COIMBATORE.**

**APPLICATION FOR THE SUPPORTING STAFF OF LEGAL AID DEFENSE
COUNSEL SYSTEM**

(Office Peon (Munshi/Attendant))

Application No: LADCS/ PEON/ /2025

(Office Use Only)

1	Name in Block Letter With initial at the end									Affix Self Attested 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 01.01.2025)	
										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	Other Skills 1. Driving (2 Wheeler/4 Wheeler)										

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.

SUBMISSION OF APPLICATION:-

The duly filled in application in the prescribed format along with self-attested Copy of certificates and all other supportive documents should be submitted *through post* on or before **07.04.2025**, (Up to **5.00 p.m.**) to the following address.

**CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
ADR Building,
District Court Campus,
Coimbatore – 641018.**

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

IMPORTANT DATES:-

Date of Notification	27.03.2025
Last date for submission of Application	07.04.2025
Eligible Candidates List for interview will be Published in website (Tentatively)	08.04.2025

Date:27.03.2025

-//Sd.XXXX//-

(Tmt.G.Vijaya)

Place: Coimbatore

**Chairman / Principal District Judge,
District Legal Services Authority,
Coimbatore**

Copy to :

- 1.The System Analyst, District Court, Coimbatore
(For publish in District Court Website)
2. Notice Board of District Court, Coimbatore.
3. Notice board of District Legal Services Authority, Coimbatore.
4. File.

GENERAL INSTRUCTIONS

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 Coimbatore District Court website. (<https://coimbatore.dcourts.gov.in>)
3. Candidates should appear for the interview with their original certificates.
4. Candidates should attend the interview at their own expenses.
5. The posts are purely contract basis and the duration is only for 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 the 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.