

Notification



The applications are invited from the eligible candidates for filling up the following posts on temporary basis in Legal Aid Defense Counsel System by District Legal Services Authority, Virudhunagar district @ Srivilliputtur (Unit of the Tamil Nadu State Legal Services Authority, Chennai).

Date of Notification	07-10-2025
Last date for Submission of Application	24-10-2025

Legal Aid Defense Counsel System(LADCS), **Virudhunagar @ Srivilliputhur.**

Sl. No.	Name of Posts	No. of Posts	Qualification
LEGAL AID DEFENSECOUNSELS			
1	Assistant Legal Aid Defense Counsel	01	<ol style="list-style-type: none">1. Practice in Criminal law from 1 to 3years.2. All India Bar council exam must be cleared3. Good oral and written communication skills.4. Thorough understanding of ethical duties of a defense counsel.5. Ability to work effectively and efficiently with others.6. Excellent writing and research skills.7. IT Knowledge with proficiency in work.
SUPPORTING STAFFS			
2.	Office Assistants/Clerks	01	<ol style="list-style-type: none">1. Education Qualification: Graduation,2. Basic word processing skills and the ability to operate computer and skills to feed

			<p>data,</p> <ol style="list-style-type: none"> 3. Good Typing speed with proper setting of petition, 4. Ability to take dictation and prepare files for presentation in the Courts, 5. File maintenance and processing knowledge.
3.	Receptionist-cum-Data Entry Operator (Typist)	01	<ol style="list-style-type: none"> 1. Education Qualification: Graduation, 2. Excellent verbal and written communication skill, 3. Word and data process abilities, 4. The ability to work telecommunication systems (telephones, fax machines, switchboards etc), 5. Proficiency with good typing speed.
4.	Office Peon (Munshi/Attendant)	02	<ol style="list-style-type: none"> 1. SSLC fail/pass

WORK PROFILES

i) Assistant Legal Aid Defense Counsel.

- Conducting legal research in legal aided cases.
- Visits to Jail Clinics twice in a week
- Providing assistance at pre-arrest stage to suspects.
- Assisting chief Legal Aid Defense counsel and Deputy Legal Aid Defense Counsel in conduct of legal aided cases.
- Assisting in developing a defense 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.

ii) Clerk / Office Assistant

- Keeping updated record of legal aided cases
- Uploading the updated record/progress of the legal aid cases on NALSA portal.
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
- Typing bail applications, petitions, etc.
- Doing ministerial work related to cases such as filling applications for copies of orders, judgement etc,
- Any other task assigned by the Chief Legal Aid Defence Counsel.
- Any work/duty assigned by Legal Services Authority.

iii) 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.

iv) Office peon (Munshi/Attendant)

- 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 with driving abilities etc.
- Any other work assigned by Legal Services Authority.

Selection Procedure:

Legal Aid Defense Counsels and Supporting Staffs 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. Selection of Assistant Legal Aid Defense Counsel, Office Assistant/Clerk, Receptionist-cum-Data Entry Operator (Typist) and Office Peon (Musalshi/Attendant) will be 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 Executive Chairman, SLA.

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 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.
- No personnel within the office of Legal make use of his/her office or employment or advertising any outside activity.
- No personnel within the office of Legal engage in any outside activity or act

as an Aid Defense Counsel shall for the purpose of promoting Aid Defense Counsel shall 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.

Last date of application:

- ❖ Applicants can download the application form from the district court website: <https://virudhunagar.dcourts.gov.in/> . The candidates who are shortlisted for the interview will not be informed individually. It will be displayed only in the Virudhunagar District Legal Services Authority notice board and official e-court Virudhunagar District website <https://virudhunagar.dcourts.gov.in/> . A Separate Communication letter will not be sent to the applicants.

The applicants shall submit their application to the Office of the District Legal Services Authority, Virudhunagar by Register Post addressed to the following address on or before 24-10-2025 at 5.45 PM.

**The Chairman/Principal District Judge,
District Legal Services Authority,
ADR Building, District Court Campus,
Srivilliputhur**

- ❖ Applicants applying for two or more posts shall submit separate applications for each posts.
- ❖ Applications will not be received in person

Sd/- K.JEYAKUMAR
Chairman/Principal District Judge,
District Legal Services Authority,
Virudhunagar dt @ Srivilliputtur.

Instructions to candidates:

- The persons applying for the posts in Legal Aid Defense Counsel System
 1. Must be a citizen of India and Local resident of Virudhunagar District
 2. Should not be less than 18 years as on the date of Notification.
- The posts are filled up on purely Temporary Basis.
- 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.
- 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 24-10-2025 at 5.45 PM to this Office.**
- Incomplete application will be rejected without assigning any reasons. No application will be entertained after the last date fixed.
- Only short listed candidates will be called for written test/interview after scrutinizing the applications.
- The **Venue, date and time of interview** will be intimated in Virudhunagar e-court website. <https://virudhunagar.dcourts.gov.in/>
- Candidates should appear for the interview with their **original certificates.**
- Candidates attending the interview will do so at their own expenses.
- The applicant will be responsible for the authenticity of information and other documents submitted her/him.
- Applications will not be received in person

TERMINATION OF SERVICES

Services of Legal Aid Defense Counsel engaged in the office of Legal Aid Defense Counsel System can be terminated at any time, without any prior notice in the following cases:

1. He/she substantially breaches any duty or service required in the office.
2. Seeks or accepts any pecuniary gains from the legal aid seekers or beneficiary his friend or relative.
3. Charged or convicted for any offence.
4. Indulges in any type of political activities.
5. Found incapable of rendering professional services of the required standards.
6. Failure to attend training programmes without any sufficient cause.
7. Indulges in activities prejudicial to the working of Legal Aid Defense Counsel Office.
8. Using his/her position in Legal Aid Defense Counsel Office to secure Unwarranted privileges or advantages for him/herself or others.
9. Acts in breach of code of ethics.
10. Remains absent without leave for more than two weeks.

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

STATE _____

DISTRICT _____

Application No. _____

(For Office use)

Passport size
Photo to be
affixed

APPLICATION FOR DEPUTY/ASSISTANT LEGAL AID DEFENSE COUNSEL

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-08-2024) :
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 enrollment 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 judgment 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 practicing
(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 : YES NO
against the Applicant with any Bar Council
(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 agrees to abide by those. I declare that I fulfill 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 there under. I agree with the remuneration structure and all the terms and conditions notified by SLSA/DLSA concerned.

(Signature)

Place: _____

Date: _____

APPLICATION FORM – SUPPORTING STAFFS
DISTRICT LEGAL SERVICES AUTHORITY, VIRUDHUNAGAR

SelfAttested PassportSize Photo of the Applicant

1	Name of the post applied for	:						
2	Name of the applicant (inEnglish) as per the certificate. (In Capital Letters)	:						
3	Name of the Father/Husband	:						
4	Date of Birth	:	DD	MM	YYYY			
5	Sex	:						
6	1.Educational Qualification (Copy of self attested certificates to be enclosed)	:						
	2.Additional Qualifications, if any (Copy of self attested certificates to be enclosed)	:						
7	Nationality and Native Place	:						
8	Religion	:						
9	Community (tick relevant column) (copy of certificate to be enclosed)	:	OC	BC	MBC	SC	ST	others
10	Caste (with sub caste)	:						
11	Marital Status	:						
12	Permanent Address	:						
13	Present Address With Contact Number and Email Id.	:						

14	Do you claim any priority on the following grounds? If yes, tick the relevant column and certificates to be attached.	:		
	1.Destitute widow	:	Yes	No
	2.Physicallychallengedperson	:	Yes	No
	3.Ex-servicemanordependentex-serviceman	:	Yes	No
	4.Intercaste marriage	:	Yes	No
	5. Others.	:	Yes	No
15	Is the applicant punished in any criminal case? If so, give details.	:		
16	Is any civil/criminal case pending against the applicant? If so, give details	:		
17	Is any spouse / relative working in this Judicial Department, Legal Services Authority? If so, furnish the details.	:		
18	No. of enclosures	:		

I declare that all the details furnished above are true to the best of my knowledge.

Place:

Signature of the applicant

Date: