

TIRUNELVELI DISTRICT LEGAL SERVICES AUTHORITY

**RECRUITMENT TO FILL UP THE SHORTFALLS OF HUMAN RESOURCES
(LEGAL AID DEFENSE COUNSELS AND SUPPORTING STAFFS) IN THE
OPERATIONALISATION OF LEGAL AID DEFENSE COUNSEL SYSTEM IN THE
DISTRICT LEGAL SERVICES AUTHORITY TIRUNELVELI**

Sl.No.	Name of Posts	No. of Posts	Qualification	Salary
LEGAL AID DEFENSE COUNSELS				
1.	Deputy Chief Legal Aid Defense Counsel	2	<ol style="list-style-type: none">1. Practice in Criminal law for at least 7 years.2. Excellent understanding of criminal laws.3. Excellent oral and written communication skills.4. Skill in legal research.5. Thorough understanding of ethical duties of defense counsel.6. Ability to work effectively and efficiently with others.7. Must have handled at least 20 criminal trials in Sessions Courts.8. IT Knowledge with proficiency in work.	Rs. 50,000/- each
2.	Assistant Legal Aid Defense Counsel	4	<ol style="list-style-type: none">1. Practice in Criminal law from 1 to 3 years.2. Good oral and written communication skills.3. Thorough understanding of ethical duties of a defense counsel.4. Ability to work effectively and efficiently with others.5. Excellent writing and research skills.6. IT Knowledge with proficiency in work.	Rs. 30,000/- each

SUPPORTING STAFFS				
3.	Office Assistants/Clerks	01	1. Education Qualification: Graduation, 2. Basic word processing skills and the ability to operate computer and skills to feed data, 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.	Rs.20,000/-
3.	Office Peon (Munshi/Attendant)	02	1. SSLC fail/pass	Rs.12,000/- each

Work Profiles:

1. Deputy Chief Legal Aid Defense Counsel

- i. Conducting trials/appeals/remand work/bail applications as assigned by Chief Legal Aid Defense Counsel
- ii. Filing and arguing appeals and bail applications in courts
- iii. Maintaining complete case files
- iv. Doing legal research in legal aided cases and guiding assistance Legal Aid Defense Counsel and Laws student attached with the office in legal research
- v. Proper client interviews at various stages for quality research work and representation at remand, trial and appellate stage
- vi. Any work/duty assigned by the Legal Services Authority.

2. Assistant Legal Aid Defense Counsel

- i. Conducting legal research in legal aided cases
- ii. Visits to Jail Clinics twice in a week
- iii. Providing assistance at Pre-arrest stage to suspects
- iv. Assisting Chief Legal Aid Defense Counsel and Deputy Chief Legal Aid Defense Counsel in conduct of legal aided cases
- v. Assisting in developing a defense strategy after sifting through all of the evidence collected by the prosecution and after hearing accused version of what happened during the alleged crime in question.
- vi. Visiting location/area of alleged crime, having discussion with family members etc., for effective and meaningful input for defense strategy
- vii. Handling queries of legal aid seekers
- viii. Updating legal aid seekers about the progress of their cases
- ix. Assisting in maintaining complete files of legal aided cases
- x. Handling legal queries relating to criminal matters on telephone
- xi. Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel
- xii. Any work/duty assigned by Legal Services Authority

3. Office Assistants/Clerks

- i. Keeping uploaded records of legal aided cases,
- ii. Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,
- iii. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,

- iv. Typing applications, petitions, appeals, etc.,
- v. Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc.,
- vi. Any other task assigned by the Chief Legal Aid Defense Counsel,
- vii. Any work/duty assigned by Legal Services Authority,
- viii. All duties assigned to Receptionist cum data entry operator.

4. Office Peon (Munshi/Attendant)

- xiii. General work of MTS, Munshi or Peon,
- xiv. Cleaning the office before the commencement of office hours,
- xv. Ensuring that all places in the office are kept clean,
- xvi. Brining and serving water, beverages to the visitors in the office,
- xvii. Carrying dak, misc. work etc.
- xviii. Any other work assigned by the 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 Deputy Chief Legal Aid Defense Counsel, Assistant Legal Aid Defense Counsel, Office Assistant/Clerk 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, SLSA.

Code of Ethics:

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

- i. No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
- ii. 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.
- iii. 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.
- iv. No personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.
- v. 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.
- vi. 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.
- vii. Every personnel of the office of Legal Aid Defense Counsel shall strive to preserve the public confidence in the office fair and impartial execution of its duties and responsibilities.
- viii. Legal Aid Defense Counsel shall also follow the code of ethics prescribed by Bar Council of India for lawyers.

**APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS IN LEGAL AID
DEFENCE COUNSEL SYSTEM**

DISTRICT LEGAL SERVICES AUTHORITY, TIRUNELVELI

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)	:	
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 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 (If yes, specify details of both disposed & pending with documents)	:	<table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No				
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 Case, represented as Defense Lawyer, (for the post of Chief/Deputy Legal Aid Defense Counsel).				
6.	Photocopies of at least 5 cross examination in Sessions Cases (For Chief/Deputy Legal Aid Defense Counsel)				

Place:
Date:

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 false/incorrect at any state, my candidature is liable to be cancelled. I have read and understood the instructions of 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 penalized 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.

Place:
Date:

Signature

Note: The Application with passport size photograph duly affixed and self attested in the space provided, as mentioned should be submitted along with self attested copies of all the relevant testimonials, certificates and should be despatched through Registered Post along with 20cm x 10cm self addressed Rs.55/- stamped envelope to **The Chairman/Principal District Judge, District Legal Services Authority, ADR Building, District Court Campus, Tirunelveli 627002** on or before _____ at 05.45 p.m. The applications received after the last date will not be entertained under any circumstances.

APPLICATION FORM – SUPPORTING STAFFS

DISTRICT LEGAL SERVICES AUTHORITY, TIRUNELVELI

Self Attested

Passport Size

Photo of the

Applicant

1	Name of the post applied for	:						
2	Name of the applicant (in English) 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. Physically challenged person	:	Yes No
	3. Ex-service man or dependent ex-service man	:	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:
Date:

Signature of the applicant

Note: The Application with passport size photograph duly affixed and self attested in the space provided, as mentioned should be submitted along with self attested copies of all the relevant testimonials, certificates and should be despatched through Registered Post along with 20cm x 10cm self addressed Rs.55/- stamped envelope to **The Chairman/Principal District Judge, District Legal Services Authority, ADR Building, District Court Campus, Tirunelveli 627002** on or before _____ at 05.45 p.m. The applications received after the last date will not be entertained under any circumstances.