



DISTRICT LEGAL SERVICES AUTHORITY THENI.

DLSA.No.2005 /2024

Dated: 23-08-2024

Ref: TNSLSA No.3910/S3/ 2022 & D.No. 5349/2024 Dated: 20-08-2024

NOTIFICATION NO.4 OF 2024

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, Theni. (Unit of the Tamil Nadu State Legal Services Authority, Chennai).

Date of Notification	23.08.2024
Last date for Submission of Application	13.09.2024

Legal Aid Defense Counsel System(LADCS), THENI.

S. No.	Human Resources for a ● Legal Aid Defense Counsel Office ●	No. required
1.	Deputy Chief Legal Aid Defense Counsel	01
2.	Assistant Legal Aid Defense Counsel	03
3.	Office Assistant / Clerk	01
4.	Office Peon (Munshi/Attendant) Age Limit 18 - 32	02
	Total	07

QUALIFICATIONS

1) Deputy Chief Legal Aid Defense Counsel:

He / She must have ;

- 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 defense counsel, Ability to work effectively and efficiently with others, Must have handled at least 20 criminal trials in Sessions Courts.
- IT Knowledge with proficiency in work.

2) Assistant Legal Aid Defense Counsel:

He / She must have ;

- Practice in criminal law from 1 to 3 years.
- Good oral and written communication skills.
- Thorough understanding of ethical duties of defense counsel.
- Ability to work effectively and efficiently with others.
- Excellent writing and research skills.
- IT Knowledge with proficiency in work.

3) Office Assistant/ Clerks:

He / She must have ;

- Graduation of Any degree
- Basic word processing skills and the ability to operate computer
- Typing speed of 40 WPM (Type Writing with both higher)
- Ability to take dictation and entering data.
- File maintenance and processing knowledge.
- Previous Office Work Experience (Concerned Department)

4) Peon

He / She must have ;

- Educational Qualification: 8th Pass or 10th standard .
- Ability to do work in office Two wheeler is must and with both Two wheeler and four wheeler driving ability
- Ability in cleaning and to do hospitality related works
- Previous Office Work Experience

WORK PROFILES

i) Deputy Chief Legal Aid Defense Counsel

- Conducting trials/ appeals/ Remand work /Bail applications as assigned by Chief Legal Aid Defense Counsel.
- Filing 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.
- Any work/duty assigned by Legal Services Authority.

ii) 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.

iii) Office Assistant/Clerk

- 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.

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

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

- 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 Counsel of India for lawyers.

Last date of application:

- ❖ Applicants can download the application form from the district court **website:** <https://districts.ecourts.gov.in/india/tn/theni/notification/1000> The candidates who are shortlisted for the interview will be informed individually through Phone Calls or Phone Message.
The applicants shall submit their application by Registered Post only addressed to the following address on or before 13.09.2024 at 5.45 PM.

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

- ❖ Applicants applying for two or more posts shall submit separate applications for each posts.

Sd/

Tmt.K.Arivoli
Chairman/Principal District Judge,
District Legal Services Authority, Theni.

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 Theni District only.
 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 registered post only on or before 13.09.2024, 5.45 P.M to this Office.
- Incomplete application and without qualification applications will be rejected without assigning any reasons. No application will be entertained after the last date fixed.

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 programme 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.

Sd/

Tmt.K.Arivoli

Chairman/Principal District Judge,
District Legal Services Authority, Theni.

Date:23-08-2024

Place: Theni

Copy to :

1. Public Relation Officer, District Collectorate for publish in the Official Website of District
2. System Analyst , District Court for publish in District Court Website
3. Notice Board of District Court, Theni
4. Notice board of District Legal Services Authority, Theni
5. File.



**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 01-08-2022) : _____

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 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 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)

**Application for the post of Office Assistant/Clerk and
Office peon (Munshi/Attendant)
District Legal Services Authority, Theni.**

Passport size
Photo to be
affixed

S.No	Particulars	Details
1.	Name of the Post Applied For	
2.	Name of the Applicant	
3.	Name of the Father/Husband	
4.	Date of Birth	
5.	Gender	
6.	Educational Qualification	
7.	Technical Qualification	
8.	Permanent Address	
9.	Address for Communication	
10.	Details of the Certificate enclosed	
11.	Previous Work Experience	
12.	Mobile No. (WhatsApp)	
	Email ID:	

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

Place:
Date:

Signature of the applicant