



# **DISTRICT LEGAL SERVICES AUTHORITY**

## **THOOTHUKUDI**

**Thoothukudi**

**23.08.2024**

Ref: TNSLSA No.3910/S3/ 2022. Dated: 20.08.2024

### **NOTIFICATION**

The applications are invited from eligible candidates for filling up the following posts on contract basis in “**LEGAL AID DEFENSE COUNSEL SYSTEM (LADCS)** in the District Legal Services Authority, Thoothukudi”. Details of the name of the Post and number of requirement are given below;

**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 at District Legal Services Authority, Thoothukudi.**

S.No	NAME OF THE POST	No. of Post	Salary per Month
<b>LEGAL AID DEFENSE COUNSELS</b>			
1.	Deputy Chief Legal Aid Defense Counsel	01 No	Rs.50,000/-
2.	Assistant Legal Aid Defense Counsel	04 Nos	Rs. 30,000/- each
<b>SUPPORTING STAFFS</b>			
3	Office Peon (Munshi/Attendant)	02 Nos	Rs.12,000/- each

### **Important Dates:**

Date of Notification	23.08.2024
Last date for submission of Application	10.09.2024

### **QUALIFICATION:**

The persons applying for the posts in Legal Aid Defense Counsel System (LADCS),

He / She;

1. Must be a citizen of India and Local resident of Thoothukudi District
2. Should not be less than 21 years as on the date of Notification

and others eligibility and education qualifications as follows;

#### **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,
- Thorough understanding of ethical duties of defense counsel,
- Ability at work effectively and efficiently with others,
- Must have handled at least 20 criminal trials in Sessions Court,
- IT Knowledge with proficiency in work.

## **2. Assistant Legal Aid Defense Counsel:**

He / She must have;

- Practice in criminal law from 0 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 Peon (Munshi / Attendant):**

- Pass in 8<sup>th</sup> Standard
- Ability to do work in office

## **Work Profiles:**

### **1) Deputy Chief Legal Aid Defence Counsel**

1. Conducting trials/ appeals/ Remand work/ Bail applications/ Visit to prison etc., as assigned by Chief Legal Aid Defence Counsel.
2. Filing and arguing appeals and bail applications in Courts.
3. Maintaining complete case files.
4. Doing legal research in legal aided cases and guiding Assistant Legal Aid Defence Counsel and law students attached with the office in legal research.
5. Proper client interviews at various stages for quality research work and representation at remand trial and appellate stage.
6. All or any of the work of the Chief defence Counsel as per assignment
7. Any work/duty assigned by Legal Services Authority.

### **2) Assistant Legal Aid Defence Counsel**

1. Filing of cases, conducting trials in Magistrate trial cases
2. Remand / Bail and other miscellaneous work
3. Legal research in legal aided cases.
4. Visits to Jail Clinics twice in a week.
5. Providing assistance at pre-arrest stage to suspects.
6. Assisting Chief Legal Aid Defence Counsel and deputy Legal Aid Defence Counsel in conduct of legal aided cases.
7. 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.
8. Visiting location/area of alleged crime, having discussions with family members etc, for effective and meaningful input of defence strategy.
9. Handling queries of legal aid seekers.
10. Updating legal aid seekers about the progress of their cases.
11. Assisting in maintaining complete files of legal aided cases.
12. Handling legal queries relating to criminal matters on telephone.
13. Any other work related to legal aid assigned by Chief Legal Aid Defence Counsel.
14. Any work/Duty assigned by Legal Services Authority.

### **3) Office Peon (Munshi / Attendant)**

1. General work of MTS, Munshi or Peon,
2. Cleaning the office before the commencement of office hours,
3. Ensuring that all places in the office are kept clean,
4. Bringing and serving water, beverages to the visitors in the office, Carrying docket, misc. work etc.
5. 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 and Office Peon (Munshi/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, TNSLSA Chennai.

### **TERMINATION OF SERVICES**

Services of any 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 directions by SLSA in writing:

1. He / she substantially breaches any duty or service required in the office, or
2. 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
3. Charged or Convicted for any offence by any court of law , or
4. Indulges in any type of political activities, or
5. Found incapable of rendering professional services of the required standards, or
6. Failure to attend training programmes without any sufficient cause, or
7. Indulges in activities prejudicial to the working of Legal Aid Defense Counsel office ,or
8. Uses his/her position in Legal Aid Defense Counsel office to secure unwarranted privileges or advantages for him/herself or others ,or
9. Acts in breach of code of ethics, or
10. Remains absent without leave for more than two weeks, or
11. If services are found unsatisfactory during the six-monthly performance review by the SLSA /DLSA.

## **CODE OF ETHICS:**

Personnel engaged in the office of Legal Aid Defense Counsel System 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 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.

## **HONORARIUM (Retainership fee per month):**

1	Deputy Chief Legal Aid Defense Counsel	Rs.50,000/-
2	Assistant Legal Aid Defense Counsel	Rs.30,000/-
3.	Office Peon(Munshi/Attendant)	Rs.12,000/-

## **HOW TO APPLY:**

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.

**SUBMISSION OF APPLICATION:**

The duly filled application in the prescribed format along with self-attested copy of certificates and all other supportive documents should be submitted in person (or) by post on or before **10.09.2024, 5.00 p.m.** to the following address:

**CHAIRMAN/PRINCIPAL DISTRICT JUDGE,  
District Legal Services Authority,  
District Legal Services Authority, District Court Campus,  
Thoothukudi - 628003**

The applicants should submit the mobile/ contact number 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.

**Date : 23.08.2024  
Place: Thoothukudi**

**(Sd/ - M.THANDEVAN)  
Chairman (FAC) / 1<sup>st</sup> Additional District Judge  
District Legal Services Authority  
Thoothukudi**

**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, Thoothukudi
4. The President, Bar Association, Thoothukudi, Kovilpatti, Tiruchendur, Srivaikundam, Vilathikulam Sathankulam,Ottapidaram.
5. Notice board of District Legal Services Authority, Thoothukudi
6. Notice Board of The Chairman Taluk Legal Services Committee, Kovilpatti, Tiruchendur, Srivaikundam, Vilathikulam, Sathankulam and Ottapidaram.
7. File.

**APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER IN**

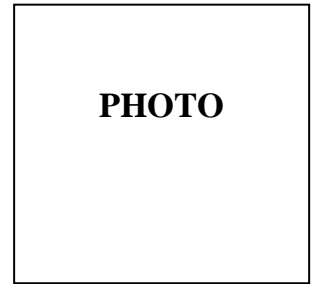
**LEGAL AID DEFENSE COUNSEL SYSTEM**

STATE: \_\_\_\_\_

DISTRICT: \_\_\_\_\_

Application No: \_\_\_\_\_

(For Office use)



**APPLICATION FOR DEPUTY CHIEF LEGAL AID DEFENSE COUNSEL/  
ASSISTANT LEGAL AID DEFENSE COUNSEL**

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age :
5. Gender :
6. Residential Address :
7. Office Address :
8. Chamber Address (if any) :
9. Telephone No. (Office) :
10. Telephone No. (Residence) :
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):

<b>Course</b>	<b>Name of Board/ University</b>	<b>Year of Passing</b>	<b>Obtained Percentage (aggregate)</b>
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	
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(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 Deputy Legal Aid Defense Counsel).
6. Photo copies of at least 5 cross examinations in Sessions cases (for 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:** \_\_\_\_\_



**Application for the post of Office Peon (Munshi / Attendant)****DISTRICT LEGAL SERVICES AUTHORITY, THOOTHUKUDI**

Self Attested

Passport Size

Photo of the

Applicant

1	Name of the post applied for	:	Office Peon (Munshi / Attendant)					
2	Name of the applicant (in English) as per the certificate. (In Capital Letters)	:						
3	Name of the Father/Husband	:						
4	Date of Birth / Age	:	DD	MM	YYYY	Age		
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)	:						
	3. Typing (if any)	:						
	4. Computer Knowledge (if any)	:						
7	Nationality	:						
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.	:	
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	Experience (Starting from the latest work experience)	:	
<b>Sl.No.</b>	<b>Name of the Organisation</b>	<b>Designation</b>	<b>Period</b>
19	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:

**General Instructions**

1. Only short listed candidates will be called for interview after scrutinizing the applications
2. The actual date and time of interview will be intimated in Thoothukudi District court website. <https://districts.ecourts.gov.in/thoothukudi>.
3. Candidates should attend the interview at their own expenses.
4. 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.
5. The selection criteria will be as per the guidelines of NALSA Legal Aid Defense Counsel System
6. The applicant will be responsible for the authenticity of information and other documents by submitted her / him.