



## DISTRICT LEGAL SERVICES AUTHORITY, CUDDALORE

DLSA.No.1348/2024

Dated: 29-08-2024

Ref: TNSLSA No.3910/S3/2022, Dated:20-08-2024 in D. No. 5349/2024,  
Dated: 20.08.2024.

### NOTIFICATION

Applications are invited from eligible candidates for full-time contractual positions for a period of two years in the “**Legal Aid Defense Counsel System**” which deals exclusively with legal aid matters in criminal cases and is established under the District Legal Services Authority, Cuddalore. Details of the posts and the number of vacancies are provided below:

Sl.No	NAME OF THE POST	No. of Post
1.	Chief Legal Aid Defense Counsel	01
2.	Deputy Chief Legal Aid Defense Counsel	02
3.	Assistant Legal Aid Defense Counsel	04
4.	Office Assistant/Clerk	02
5.	Office Peon (Munshi/Attendant)	02

### **Important Dates:**

Date of Notification : 29-08-2024.  
Last date for submission of Application : 13-09-2024.  
Interview Date : 21-09-2024 By 11.00 A.M.,

### **Explanation:**

**Legal Aid Defense Counsel System (LADCS)** was established to provide Legal aid, assistance and representation in criminal matters in line with the “Public Defender System” and also for providing legal services from the early stages of criminal justice till the appellate stage, which include visits to jails from catering to the Legal needs of unrepresented inmates. And it is an end-to-end legal service and it shall provide the following services;

- Legal Advice and assistance to all individuals visiting the office,
- Representation/Conducting trials and appeals including all miscellaneous work in all sessions, Special and Magistrate Courts including executive Courts,
- Handling remand and Bail work,
- Providing legal assistance at the pre-arrest stage as per NALA's scheme for providing such assistance,
- Any other legal aided work related to District Courts or as assigned by the secretary DLSA
- Periodic visit of Prisons of the district under the guidance of the Secretary, DLSA

**ELIGIBILITY & 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 Cuddalore District
2. Should not be less than 21 years as on the date of Notification

and others eligibility and education qualifications as follows;

**1. Chief Legal Aid Defense Counsel:**

He /She must have;

- Practice in Criminal law for at least 10 years,
- Excellent oral and written communication skills
- Through understanding of ethical duties of a defense counsel,
- Ability to work effectively and efficiently with others with capability to lead,
- Must have handle at least 30 criminal trials in Sessions Court,
- Knowledge of computer system, preferable.

**2. 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,
- Through understanding of ethical duties of defense counsel,
- Ability at work effectively and efficiently with others,
- Must have handle at least 20 criminal trials in Sessions Court,
- IT Knowledge with proficiency in work.

### **3. 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.

### **4. 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,
- Ability to take dictation and entering data.
- File maintenance and processing knowledge.

### **5. Office Peon ( Munchi / Attendant )**

He /She must have

- Pass 8<sup>th</sup>Standard
- Ability to clean and to do hospitality related works

### **PROCEDURE FOR SELECTION:**

Legal Aid Defense Counsels and other posts shall be engaged;

1. On a contract basis in the district initially for a period of two years with a stipulation of extension on a yearly basis on satisfactory performance.
2. Selection of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel, and Assistant Legal Aid Defense Counsel will be based on merit, considering of the years of practice, handling of criminal cases in sessions courts, Legal knowledge, writing skills of candidates.
3. The selection of Receptionist Cum Data Entry Operator, Office Assistant, and Office peon will be based on merit, considering the educational Qualification, Computer knowledge, skills and experience of candidates.
4. 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, TNSLSA.

## **WORK PROFILES:**

### **a) Chief Legal Aid Defence Counsel**

1. Conducting trials and appeals and bail matters in courts along with deputy Chief Legal Aid Defence Counsel.
2. Assigning duties of Deputy Chief Legal Aid Defence Counsel
3. Assigning duties of Assistant Chief Legal Aid Defence Counsel for assisting him and Deputy Chief Legal Aid Defence Counsel and for legal research.
4. Ensure proper legal research, planning effective defence strategy and thorough preparation in each and every legal aided case.
5. Ensure maintenance of complete files of legal aid seekers.
6. Ensure proper documentation with regard to legal aid assistance provided, ensure maintaining of up to date record of legal aided case.
7. Will be overall in charge of administration the office of Chief Legal Aid Defence Counsel Office.
8. Ensure quality of Legal Aid.
9. Any work/duty assigned by legal services Authority.

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

1. Conducting trials/ appeals/ Remand work/ Bail applications as assigned by Chief Legal Aid Defence Counsel.
2. Filling 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. Any work/duty assigned by Legal Services Authority.

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

1. Conducting legal research in legal aided cases.
2. Visits to Jail Clinics twice in a week.
3. Providing assistance at pre-arrest stage to suspects.
4. Assisting Chief Legal Aid Defence Counsel and deputy Legal Aid Defence Counsel in conduct of legal aided cases.

5. 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.
6. Visiting location/area of alleged crime, having discussions with family members etc, for effective and meaningful input for defence strategy.
7. Handling queries of legal aid seekers.
8. Updating legal aid seekers about the progress of their cases.
9. Assisting in maintaining complete files of legal aided cases.
10. Handling legal queries relating to criminal matters on telephone.
11. Any other work related to legal aid assigned by Chief Legal Aid Defence Counsel.
12. Any work/Duty assigned by Legal Services Authority.

**d) Clerk / Office Assistant**

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

**e) Office Peon (Munshi/Attendant)**

1. Cleaning the office before the commencement of office hours.
2. Ensuring that all places in the office are kept clean.
3. Brining and serving water, beverages to the visitors in the Office.
4. Carrying Dak etc.
5. Any other work assigned by Legal Services Authority.

**TERMINATION OF SERVICES**

Services of Legal Aid Defence Counsel engaged in the office of Legal Aid Defence 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 defence counsel office.
8. Using his/her position in legal aid defence 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.

**SALARY STRUCTURE:**

<b>Sl.No</b>	<b>NAME OF THE POST</b>	<b>No. of Post</b>	<b>Salary Per Month</b>
1.	Chief Legal Aid Defence Counsel	01	Rs. 70,000/-
2.	Deputy Chief Legal Aid Defence Counsel	02	Rs. 40,000/-
3.	Assistant Legal Aid Defence Counsel	04	Rs.25,000/-
4.	Office Assistant/Clerk	02	Rs. 15,000/-
5.	Office Peon (Munshi/Attendant)	02	Rs. 12,000/-

**HOW TO APPLY**

The standard form of application is available on the Cuddalore E-Court website (<https://districts.ecourts.gov.in/cuddalore>) and shall be used for applying for the post along with two passport-size 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 a self-attested copy of certificates and all other supportive documents should be submitted in person (or) by post **on or before 13.09.2024, 5:00 p.m.** to the following address:

**THE CHAIRMAN/PRINCIPAL DISTRICT JUDGE,  
DISTRICT LEGAL SERVICES AUTHORITY,  
DISTRICT COURT CAMPUS,  
CUDDALORE -607 001.**

**Note:** Superscribe the envelope as "Application for the post of \_\_\_\_\_ in Legal Aid Defense Counsel System (LADCS) in DLSA, Cuddalore.

**Applicants are required to fill out the google form along with the offline application. Please find the link below.**

**Link for Counsels:**

[https://docs.google.com/forms/d/e/1FAIpQLSeyZ8mVTX8iL\\_xa0JVlxsSVrMwz1vwdx9Vg-hSHzxQDzfpLw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeyZ8mVTX8iL_xa0JVlxsSVrMwz1vwdx9Vg-hSHzxQDzfpLw/viewform?usp=sf_link)

**Link for Supporting Staff:**

<https://forms.gle/bGZ43uZyqSLgUzcKA>

The applicants should submit the mobile/ contact number in their applications for further required communication, if any.

Incomplete applications will be rejected without assigning any reasons. No application will be entertained after the last date fixed.

**(Sd./-) S. Jawahar  
Chairman /Principal District Judge  
District Legal Services Authority  
Cuddalore.**

Date: 29-08-2024

Place: Cuddalore.

**Copy to :**

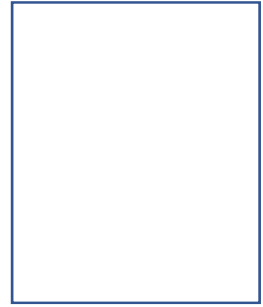
1. Public Relation Officer, District Collectorate for publishing in the Newspapers & Official Website of District.
2. System Analyst, District Court for publishing on District Court Website
3. Notice Board of District Court, Cuddalore.
4. Notice board of District Legal Services Authority, Cuddalore
5. The President /Secretary, Cuddalore BAR Association, Cuddalore.
6. The President / Secretary, Lawyers Association, Cuddalore.
7. File.

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

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 01-07-2024) :
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 judgement 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 : 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 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 LEGAL AID DEFENCE COUNSEL SYSTEM – SUPPORTING**  
**STAFF**  
**DISTRICT LEGAL SERVICES AUTHORITY, CUDDALORE**

**NAME OF THE POST APPLIED:**

(Use separate application for each post)

1	Name in Block Letters With initial at the end									PHOTO	
2	Address for Communication										
3	Gender	MALE / FEMALE / TRANSGENDER									
4	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age (as on 01.07.2024)	
										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.									



15	Additional Information							
	i							
	ii							
	iii							
	iv							
16	Experience (starting from the latest work experience)							
	Sl. No	Name of the Organization	Designation	Period		Nature of Work	Experience	
			From	To			Years	Months
						<b>Total</b>		

**DECLARATION**

I declare that the information furnished above is true and correct to the best of my knowledge and belief and that no related information is concealed. If any discrepancy is found at any stage, the District Legal Services Authority, Cuddalore shall cancel my application/selection. **I am aware that this application is only for the post on a contract basis.**

Signature of the Applicant