

DISTRICT LEGAL SERVICES AUTHORITY, PERAMBALUR.

DLSA.No.1374/2024

Dated: 02.09.2024

Ref.: Letter received from TNSLSA, Chennai in TNSLSA
No.3910/S3/ 2022 Dated: 20.08.2024.

NOTIFICATION NO.3 OF 2024

Applications are invited from eligible persons for full time work on contract basis for the period of two years in “ **LEGAL AID DEFENSE COUNSEL SYSTEM** “dealing exclusively Legal Aid matter in Criminal Cases, proposed to be function in District Legal Services Authority, Perambalur. Details of the name of the Post and number of requirement are given below;

S.No	NAME OF THE POST	No. of Post
1.	Deputy Chief Legal Aid Defense Counsel	02
2.	Assistant Legal Aid Defense Counsel	04
3.	Office Assistant/Clerks	01
4.	Office Peon (Munshi /Attendant)	02
	Total	09

Important Dates:

Date of Notification	02.09.2024
Last date for submission of Application	11.09.2024

Explanation:

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

- Legal Advice and assistance to all individuals visiting the office,
- Representation/Conducting trial 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 pre-arrest stage as per NALSA’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 Perambalur District
2. Should not be less than 21 years as on the date of Notification and other 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 handle 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 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,
- Ability to take dictation and entering data.
- File maintenance and processing knowledge.

4. Office Peon (Munshi / Attendant)

He /She must have

- Pass 8th Standard
- Ability in cleaning and to do hospitality related works

PROCEDURE FOR SELECTION:

Legal Aid Defense Counsels and other posts shall be engaged;

1. On contract basis in district initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance.
2. Selection of Deputy Chief Legal Aid Defense Counsel and Assistant Legal Aid Defense Counsel will be based on merit, taking into account of the years of practice, Handling of criminal cases in sessions courts, Legal knowledge, writing skills of candidates.
3. The selection of Office Assistant, and Office peon will be based on merit, taking into account 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) Deputy Chief Legal Aid Defence Counsel

1. Conducting trials/ appeals/ Remand work/ Bail applications 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. Any work/duty assigned by Legal Services Authority.

b) 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.

c) Office Assistant/Clerks

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.

d) 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.

Estimated Salaries :

1	Monthly salary of Deputy Chief legal Aid Defense Counsel	Rs.50,000/- each
2	Monthly salary of Assistant legal Aid Defense Counsel	Rs30,000/- each
3	Monthly salary of Office Assistant/Clerk	Rs.20,000/-
4.	Monthly salary of Office peon (Munshi/Attendant)	Rs.12,000/- each

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 **11.09.2024, 5:30 P.M.** to the following address:

“CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
ADR Building, District Court Campus,
Perambalur.

Superscribe the envelope as ‘**Application for the post of**
in Legal Aid Defense Counsel System (LADCS) in DLSA , Perambalur.

T
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applica
nts

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.

(Sd/- Tmt. A. Balkis)
Chairman /Principal District Judge,
District Legal Services Authority,
Perambalur.

02.09.2024.
Perambalur.

Copy to :

1. Public Relation Officer, District Collectorate for publish in the Official Website of District
2. All the Bar Association and Advocate Association in Perambalur District.
3. System Analyst, District Court for publish in District Court Website
4. Notice Board of District Court, Perambalur.
5. Notice board of District Legal Services Authority, Perambalur.
6. File.

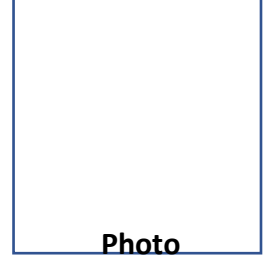


APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER IN LEGAL AID DEFENSE COUNSEL SYSTEM

STATE _____

DISTRICT _____

Application No. _____
(For Office use)



APPLICATION FOR DEPUTY/ASSISTANT LEGAL AID DEFENSE COUNSEL

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-09-2024) :
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 judgments 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 Deputy Legal Aid Defense Counsel).
 6. Photocopies of at least 5 cross examinations in Sessions cases (for DeputyLegal 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 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 there under. I agree with the remuneration structure and all the terms and conditions notified by SLSA/DLSA concerned.

(Signature)

Place:_____ Date: _



APPLICATION FOR SUPPORTING STAFF OF LEGAL AID DEFENSE COUNSEL SYSTEM

DISTRICT LEGAL SERVICES AUTHORITY, PERAMBALUR

(Office Assistant/ Clerk, Office peon (Munshi/Attendant))

NAME OF THE POST APPLIED: _____

(Use separate application for each post)

1	Name in Block Letters With initial at the end									Affix recent Passport Size Photo of the Applicant	
2	Address for Communication										
3	Gender	MALE/FEMALE/TRANSGENDER									
4	Date of Birth	D	D	M	M	Y	Y	Y	Y	Age (as on 01.09.2024)	
										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.									
10	Permanent Address										
11	Phone & Mobile Number										
12	E-mail address (valid & functional)										
13	Aadhaar Number										
14.	Technical Qualification, i) Type writing ii) Computer Course iii) Others										

15	Educational Qualifications (Please list in chronological order from VIII/SSLC onwards)						
	Certificates/ Degree	Specialization / Branch	School/ University	Board/ University	Date of passing	Percentage/ Grade	Class obtained

16.	Additional Information if any:							
	i							
	ii							
	iii							
iv								
17	Experience (starting from the latest work experience)							
	Sl. No.	Name of the Organization	Designation	Period		Nature of Work	Experience	
				From	To		Years	Months
	Total							

DECLARATION

I declare that the information furnished above are 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, Perambalur shall cancel my application/selection. I am aware that this applications only for the post on contract basis.

Signature of the Applicant

Place:

Date:

GENERALINSTRUCTIONS:

1. Only short listed candidates will be called for interview after scrutinizing the applications.
2. The **Venue, Date and Time of interview** will be intimated by e-mail or by telephone to the short listed candidates and Notified in Perambalur e-court website. (<https://districts.ecourts.gov.in/perambalur>)
3. Candidates should appear for the interview with their original certificates.
4. Candidates attending the interview will do so at their own expenses.
5. The posts are purely contract basis and the duration is for 2 years which may be extended on the performance with periodical breaks. The selected candidates cannot claim for permanency of the job
6. The selection criteria would be as per guidelines of NALSA Legal Aid Defense Counsel System under Modified scheme, 2022.
7. The applicant will be responsible for the authenticity of information and other documents submitted.
8. The performance of the candidates will be monitored for 6 months and further confirmation will be based on their performance.
