



DISTRICT LEGAL SERVICES AUTHORITY, **TIRUVARUR**

DLSA NO:002/2024

DATED:27.08.2024

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

NOTIFICATION 2 OF 2024

Applications are invited from eligible persons to work full time on contract basis for a period of Two years in “**LEGAL AID DEFENSE COUNSEL SYSTEM**” dealing exclusively with Legal Aided matter in Criminal Cases, proposed to be established in the District Legal Services Authority, Tiruvarur. Details of the name of the Post and number of requirement are given below.

Sl.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 / Clerk	03
5.	Office Peon (Munshi / Attendant)	02
	TOTAL	11

Important Dates:

Date of Notification	27.08.2024
Last date for Submission of Application	10.09.2024

Scope of Work:

Legal Aid Defense Counsel Office shall be dealing exclusively with legal aided matters in criminal matters of the District or HQ, wherein it is established. It shall be providing legal services from the early stages of criminal justice till appellate stage, and the same shall include visits to jails from catering to the Legal needs of unrepresented inmates. Initially it shall not be dealing with all type of Civil matters and cases of complainant, matters pending before Juvenile Justice Boards/CWCs, wherein present counsel assignment system(Panel Lawyers) will continue to be operational for the purposes but panels shall be resized according to work based mode. The following end to end legal services shall be provided through the Legal Aid Defense Counsel Office:

- 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 need and also in accordance with 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.

Selection Procedure:

After due publicity including public notice, applications will be invited and a fair, transparent and competitive selection process shall be adopted by DLSA under guidance of SLSA. Legal Aid Defence Counsels 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 subject to satisfactory performance. The performance of every human resource shall be assessed every six months by SLSA in consultation with DLSA concerned. The selection of Deputy Chief Legal Aid Defense Counsels, Assistant Legal Aid Defense Counsels will be purely 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 the Executive Chairman, SLSA. In the selection committee at least three senior most judicial officers posted at HQ, dealing mainly with criminal cases preferably sessions cases shall be included. No person with conflict of interest shall be part of selection process. After approval by the Executive Chairman, SLSA, engagement contract shall be executed between the Secretary DLSA and the person so engaged. The eligibility criteria are as follows:-

ELIGIBILITY & QUALIFICATION:

1. QUALIFICATION FOR DEPUTY CHIEF LEGAL AID DEFENSE COUNSEL

- Practice in Criminal Law for at least 7 Years.
- Excellent understanding of Criminal Law.
- Excellent Oral and Written Communication Skills.
- Skill in legal research,
- Through understanding of ethical duties of a defense counsel.
- Ability to work effectively and efficiently with others.
- Must have handled at least 20 criminal trials in Sessions Courts, may be relaxed in exceptional circumstances, by Hon'ble Executive Chairman, SLSA,
- IT Knowledge with proficiency in work.

2. QUALIFICATION FOR ASSISTANT LEGAL AID DEFENSE COUNSEL

- Practice in Criminal Law from 0 to 3 Years.
- Good Oral and Written Communication Skills.
- Through understanding of ethical duties of a defense counsel.
- Ability to work effectively and efficiently with others.
- Excellent writing and research skills.
- IT Knowledge with high proficiency in work.

3. QUALIFICATION FOR OFFICE ASSISTANT/CLERKS:

- Educational Qualification: Graduation,
- Basic Word processing Skills and the ability to operate computer and skills to feed data,
- Good Typing speed with proper setting of petition,
- Ability to take dictation and prepare files for presentation in the Courts.
- File maintenance and processing knowledge.

4. QUALIFICATION FOR OFFICE PEON (Munchi / Attendant)

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

WORK PROFILE:

a)Deputy Chief Legal Aid Defense Counsel

- Conducting Trials / Appeals / Remand Work / Bail Applications/Visits to Prisons etc., 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.
- All or any of the work of the Chief Defence Counsel as per assignment.
- Any work/duty assigned by Legal Services Authority.

b)Assistant Legal Aid Defense Counsel

- Filing of cases, conducting trials in Magistrate trial cases,
- Remand/bail and other miscellaneous work,
- Legal research in legal aided cases,
- Visits to Prison and Legal aid Clinics as per directions,
- Providing assistance at pre-arrest stage to suspects.
- Assisting Chief Legal Aid Defense Counsel and Deputy Legal Aid Defense Counsel(s) in conduct of legal aided cases,
- 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.

- 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.

c) Clerk / Office Assistant

- Keeping updated record of legal aided cases.
- Uploading the updated record / progress of the Legal Aid Cases on NALSA Portal and digital platforms as per directions.
- Maintaining complete files of Legal Aid Cases and keeping files with proper index in a systematic manner,
- Typing applications, petitions, appeals etc.,
- Doing ministerial work related to cases such as filling applications for copies of orders, Judgment etc.,
- Any other task assigned by the Chief Legal Aid Defense Counsel.
- Any work / duty assigned by Legal Services Authority.
- All duties assigned to Receptionist cum data entry operator.

d) Office Peon (Munshi / Attendant)

- Cleaning the office MTS, Munshi or Peon,
- 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 dak, misc. work etc.
- Any other work assigned by Legal Services Authority.

TERMINATION OF SERVICES

Services of any human resource including 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 the directions by SLSA in writing:

- He / She substantially branches any duty or service required in the office or,
- Seeks or accepts any pecuniary gains or gratification in cash or kind from the Legal Aid seekers or beneficiary his friend or relative, or
- Charged or Convicted for any offence by any court of law, or

- Indulges in any type of political activities, or
- Found incapable or rendering professional services of the required standards, or
- Failure to attend training programmes without any sufficient cause, or
- Indulges in activities prejudicial to the working of Legal Aid Defense Counsel Office, or
- Using his / her position in Legal Aid Defense Counsel Office to secure unwarranted privileges or advantages for him / herself or others, or
- Acts in breach of code of ethics, or
- Remains absent without leave for more than two weeks, or
- If services are found unsatisfactory during the six-monthly performance review by the SLSA or DLSA.

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 personal or financial interest.
- 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.
- 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.

GENERAL INSTRUCTIONS

- Only short listed candidates will be called for written test / interview after scrutinizing the applications.
- The actual date and time of interview will be intimated by e-mail ecourts website (<https://tiruvarur.dcourts.gov.in/>) or by telephone / Mobile only to the short listed candidates.
- Candidates should appear for the interview with their original certificates.
- Candidates attending the interview will do so at their own expenses.
- The positions are purely temporary and the duration is for 2 years which may be extended based on the performance with periodical breaks. The Selected Candidates cannot claim for permanency of the job.
- Preference will be given to candidates possessing relevant experience.
- The Selection criteria would be as per guidelines of NALSA Legal Aid Defense Counsel System.
- The applicant will be responsible for the authenticity of information and other documents submitted.

The performance of the candidates will be monitored for 6 months and further confirmation will be based on their performance.

Salary:

The Honorarium fixed for the Position of Deputy Chief / Assistant Legal Aid Defense Counsels/Office Assistants / Clerk, Office Peon(Munshi/Attendant) are listed below.

Sl.No.	Name of the Post	Honorarium / Retainership fee / Salary Per Month
1.	Deputy Chief Legal Aid Defense Counsel	Rs.40,000/-
3.	Assistant Legal Aid Defense Counsel	Rs.25,000/-
4.	Office Assistants / Clerk	Rs.15,000/-
6.	Office Peon (Munshi / Attendant)	Rs.12,000/-

HOW TO APPLY

The standard form of application annexed with this notification shall be used to apply for the post along with two number of Passport Photographs and the applicants shall enclosed self-attested photocopies of Educational Qualification along with Experience Certificate.

SUBMISSION OF APPLICATION

The dully 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 PM** to the following address.

**“CHAIRMAN / PRINCIPAL DISTRICT JUDGE”
DISTRICT LEGAL SERVICES AUTHORITY,
ADR BUILDING, DISTRICT COURT CAMPUS,
TIRUVARUR – 610 004.**

Super scribe the envelope as **“Application for the post of
Deputy Chief Legal Aid Defense Counsel /
Assistant Legal Aid Defense Counsel
in Legal Aid Defense Counsel System (LADCS) in DLSA, Tiruvarur.**

Super scribe the envelope as **“Application for the post of
Office Assistant / Clerks, Office Peon (Munshi / Attendant)
in Legal Aid Defense Counsel System (LADCS) in DLSA, Tiruvarur.**

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.

(Sd/- Tmt.P.SELVA MUTHU KUMARI.,M.L.,)
Chairman / Principal District Judge,
District Legal Services Authority,
Tiruvarur.

Dated : 27.08.2024

Place : Tiruvarur

Copy Communicated to

- 1) All the Courts functioning in Tiruvarur District.
- 2) All the Taluk Legal Services Committee in Tiruvarur District.
- 3) All the Bar Association in Tiruvarur District.
- 4) System Analyst, District Court to publish in District Court Website.
- 5) Notice Board of District Courts, Tiruvarur.
- 6) Notice Board of District Legal Services Authority, Tiruvarur.
- 7) File.

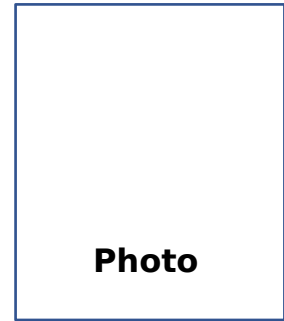
DISTRICT LEGAL SERVICES AUTHORITY, TIRUVARUR

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 01-08-2024) :
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 Deputy Legal Aid Defense Counsel).
 6. Photocopies 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 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.

(Signature)

Place: _____

Date: _____

15.	Educational Qualifications (Please List in chronological order from VIII / SSLC onwards)						
	Certificates / Degree	Specialization Branch	School College	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
18.	Whether any criminal case / complaint is/was against the applicant in Court/Police Station:-(If yes specify details of both disposed and pending)						YES/NO
19.	List of the documents to be attached. i) Self – Attested copy of Certificates in support of educational qualification. ii) Self – Attested copy of Photo Identify Card, Address Proof. iii) Conduct Certificate from two responsible persons.						

DECLARATION

I declare that the information's 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, Tiruvarur shall cancel my application / selection. I am aware that this application is only for the post on contract basis.

Signature of the Applicant

Place :

Date :