



**DISTRICT LEGAL SERVICES AUTHORITY
DHARMAPURI**

ADR Building,
Combined Court Campus, Dharmapuri-636 705,
E.mail: dlsadharmapuri@gmail.com
Phone.No.04342-233781

NOTIFICATION NO: 02/2024

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, Dharmapuri. Details of the Post and number of requirements are given below;

Code No.	NAME OF THE POST	No. of Post	Salary per month
01	Deputy Chief Legal Aid Defense Counsel	01	Rs.50,000/-
02	Assistant Legal Aid Defense Counsel	04	Rs.30,000/-
03	Office Assistant/Clerk	01	Rs.20,000/-
04	Office Peon (Munshi /Attendant)	02	Rs.12,000/-
Date of Notification			30.08.2024
Last Date for submission of Application			11.09.2024

Qualifications for Deputy Chief Legal Aid Defence 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 defence 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.

Work Profiles:

- Conducting trials/appeals/ Remand work/Bail applications/visits to prisons etc., as assigned by Chief Legal Aid Defence 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 Defence 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

Qualification for Assistant Legal Aid Defence Counsel:

- Practice in Criminal law from 0 to 3 years.
- Good oral and written communication skills
- Thorough understanding of ethical duties of defence counsel.
- Ability to work effectively and efficiently with others
- Excellent writing and research skills.
- IT Knowledge with high proficiency in work.

Work Profile:

- Filing of cases, conducting trials in Magistrate trial cases,
- Remand/bail and other miscellaneous work,
- legal research in legal aided cases,
- Visit to Prison and Legal Aid Clinics as per directions,
- Providing assistance at pre-arrest stage to suspects,
- Assisting Chief Legal Aid Defence Counsel and Deputy Legal Aid. Defence Counsel(s) in conduct of legal aid cases,
- Assisting in developing a defence strategy after sifting through all of the evidence collected by the prosecution and after hearing the accuser'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 of defence 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 Defence Counsel,
- Any work/duty assigned by Legal Services Authority

Qualification for Office Assistant/ Clerks:

- Educational Qualification: Graduation
- Basic word processing skills and the ability to operator 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.

Work Profile: Office Assistant

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

Qualification for Office Peon (Munshi /Attendant):

- Educational Qualification: Passed in VIII Standard or it is equivalent
- Ability in cleaning and to do hospitality related works

Work Profile : Office peon (Munshi/Attendant)

- General work of 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.

Terminating of Services:

- Services of any human resource including legal aid defence counsel engaged in the office of Legal Aid Defence 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 breaches 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 or 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 of 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 defence counsel office, or
 - Uses his/her position in legal aid defence counsel office to secure unwarranted privileges or advantages for him/herself or other, 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

Mode of Selection:

- Deputy Chief Legal Aid Defence Counsel and Assistant Legal Aid Defence Counsel : Written and Viva Voce Examination. (Constitutional Law- Criminal Law)
- Office Assistant/ Clerk and Office Peon (Munshi/Attendant) : Written and Viva Voce Examination. (General Knowledge)

Submission of Application:

- The Standard form of application annexed with this notification shall be used for applying the post. Two number of Passport size photographs self-attested photocopies pertaining to the Academic qualification and Experience Certificates, if any, shall be enclosed.
- The duly filled up application in the prescribed format along with Self attested copy of Certificates and all other supportive documents, testimonials should be submitted/reached in person (or) by post on or before **5.45 PM on 11.09.2024** to the following address.

CHAIRMAN/PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority,
ADR Building, Combined Court Campus, Thadangam,
Dharmapuri-636 705.

The applicant should mention the code Number at the top of the envelope and to furnish the Mobile Number and E-Mail ID in their applications for further communication. Individual communication regarding the date, time of certificate verification and interview will not be sent to the applicants by post. The details will be made available on out district court website <https://districts.ecourts.gov.in/dharmapuri>. Email id: dlsadharmapuri@gmail.com Applicants will be informed of the above facts only through E-Mail communication and they should watch the above website in this regarding.

Incomplete application will be rejected without assigning any reasons. No application will be rejected without assigning any reasons. No application will be entertained after **05.45 p.m. on 11.09.2024**

Date : 30.08.2024.

Place: Dharmapuri.

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

Copy to:-

1. The Bar Association, Dharmapuri, Harur, Palacode, Pappireddipatty, Pennagaram, Karimangalam
2. All the Judicial Officers in this District (To Publish in the Notice Board)
3. The Public Relation Officer (with a request to give wide publicity of the above notification/this NEWS in English and Tamil News Papers)
4. System Analyst, District Court to publish in District Court Website
5. Notice Board of District Legal Services Authority, Dharmapuri
6. District Employment Officer, Dharmapuri (for Publication)

Post Code

APPLICATION FORM
(Legal Aid Defence Counsel System)
DISTRICT LEGAL SERVICES AUTHORITY, DHARMAPURI

<p>Office Assistant/ Clerk : <input type="checkbox"/></p> <p style="text-align: center;">(Or)</p> <p>Office Peon (Munshi/Attendant) : <input type="checkbox"/></p> <p>(Select any of the above mentioned post)</p>	<p>Recent Passport Size Photo of the Applicant</p>				
1.	Name of the Post applied for	:			
2.	Name of the applicant	:			
3.	Name of the Father/ Husband	:			
4.	Date of Birth	:	DD	MM	YYYY
		:			
5.	Nationality	:			
6.	Contact Details:-	:			
6(a)	Telephone Number	:			
6(b)	Mobile Number	:			
6(c)	E Mail ID	:			
7.	Sex	:			
8.	Mother Tongue	:			
9(a)	Educational Qualification (self-attested copy of Academic Certificate to be enclosed)	:	<p>To be mentioned ascending order</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>		

10.	Permanent Address	:		
11.	Is the applicant ever been arrested/ detained/Released on bail/Named in the FIR/ Criminal proceedings pending/Compromised/Quashed/referred by Police/Charge sheeted/ prosecuted in any criminal case/Private complaint/Convicted for offense (involving in mortal turpitude or any other offense). If yes state the details	:	YES	NO
		:		
12.	Is there any spouse /relative working in the Judicial Department, Legal Services Authority, if it is so, furnish the details	:		

DECLARATION

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

Signature of the Applicant

Place:

Date:

விண்ணப்ப படிவம்
சட்ட உதவி எதிர்காப்பு வழக்கறிஞர் முறைமை
(Legal Aid Defense Counsel System)
மாவட்ட சட்டப்பணிகள் ஆணைக்குழு, தர்மபுரி

அலுவலக பணியாளர்/எழுத்தர் (அல்லது) அலுவலக உதவியாளர் (மசால்சி அல்லது அட்டண்டர்) (மேற்கண்ட பணிகளுக்கு பணியாளர்கள் ஏதேனும் ஒன்றை தேர்வு செய்யவும்)	<input type="checkbox"/> <input type="checkbox"/>	சமீபத்தில் எடுக்கப்பட்ட பாஸ்போர்ட் அளவிலான புகைபடம் ஒட்டவும்
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1.	விண்ணப்பிக்கும் பதவியின் பெயர்	:			
2.	விண்ணப்பதாரரின் பெயர்	:			
3.	தந்தை/கணவர் பெயர்	:			
4.	பிறந்த தேதி	:	தேதி	மாதம்	வருடம்
5.	தேசிய இனம்	:			
6.	தகவல் தொடர்புக்கு குறிப்பிடவும்:-	:			
6(அ)	தொலைபேசி எண்	:			
6(ஆ)	அலைபேசி எண்	:			
6(இ)	மின்னஞ்சல் முகவரி	:			
7.	பாலினம்	:			
8.	தாய் மொழி	:			
9(அ)	கல்வித்தகுதி(கல்வி சான்றிதழ்களின் சுயசான்றொப்பமிட்ட நகல்களை இணைக்கவும்)	:			
9(ஆ)	இதர கூடுதல் தகுதிகள் ஏதுமிருப்பின் அதற்கான சான்றிதழ்களின் சுயசான்றொப்பமிட்ட நகல்களை இணைக்கவும்.	:			
10.	நிரந்தர முகவரி	:			

11.	விண்ணப்பதாரர் கைது செய்யப்பட்டவர்/ பிணையில் விடுவிப்பு செய்யப்பட்டுள்ளவர்/முதல் தகவல் அறிக்கையில் பெயர் பதிவு செய்யப்பட்டவர்/அரசு அல்லது தனிநபர் மூலம் குற்றவியல் நடவடிக்கை நிலுவையில் உள்ளவர்/வழக்கு ரத்து செய்யப்பட்டவர்/ குற்றபத்திரிக்கையில் பெயர் உள்ளவர்/ குற்றத்திற்காக தண்டிக்கப்பட்டவர் (ஒழுக்கக்கேடு அல்லது வேறு ஏதேனும் குற்றம்) என்றால் ஆம் என்று கூறி விவரங்களை தெரிவிக்கவும்	ஆம்	இல்லை
12.	விண்ணப்பதாரரின் கணவர்/மனைவி/உறவினர் எவரேனும் நீதித்துறையில் பணிபுரிகிறார்களா? ஆம் எனில் விவரங்களை தெரிவிக்கவும்.	ஆம்	இல்லை

உறுதிமொழி

நான் அளித்த மேற்கண்ட தகவல்கள் அனைத்தும் உண்மையானது மற்றும் சரியானது ஆகும் என நான் உறுதி அளிக்கிறேன்.

விண்ணப்பதாரரின் கையொப்பம்

இடம்:

நாள் :

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 / ASSISTANT LEGAL AID DEFENSE COUNSEL

1.	Name of the Post applied for	:			
2.	Name of the applicant	:			
3.	Name of the Father/ Husband	:			
4.	Date of Birth	:	DD	MM	YYYY
		:			
5.	Gender	:			
6.	Nationality	:			
7.	Residential Address:	:			
8.	Office Address	:			
9.	Chamber Address (if any)	:			
10.	Mobile No.	:			
11.	E-mail ID	:			
12.	PAN No.	:			
13.	AADHAR No.:	:			
14.	Educational Qualification (Please enclose self-attested copies of documents)	:	To be mentioned ascending order 1. 2. 3. 4.		
15.	Date of Enrollment as Lawyer	:			

16.	Enrollment No. (Attach self-attested copy of enrollment certificate issued by Bar Council)	:	
17.	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.)	:	
18.	Whether empanelled as Central/State Government or Government undertaking counsel/pleader (Indicate period & attach documents)	:	
19.	The Courts where the Applicant is regularly practicing (Enclose Bar Association Membership Certificate)	:	
20.	Specify whether earlier remained on the panel of HCLSC/DLSA or TLSC (Indicate period, number of legal aid cases handled & result) (attach documents)	:	
21.	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)	:	
22.	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	:	

- | | |
|---|--|
| <p>under the Advocates Act, 1961.</p> <p>3. Self-Attested copy of Photo Identity Card, Address Proof.</p> <p>4. Self-Attested copy of ITR for last 3 years (if available).</p> <p>5. Photo copies of judgments in 5 Sessions cases, represented as Defense lawyer, (for the post of Deputy Legal Aid Defense Counsel).</p> <p>6. Photocopies of at least 5 cross examinations in Sessions cases (for Deputy Legal Aid Defense Counsel).</p> | |
|---|--|

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:

Annexure A

Certificate of experience at the Bar Character and Conduct.

This is to certify that Mr. /Mrs. /Ms. _____ S/o, D/o,
W/o _____ has been practicing as advocate in the
Sessions Courts at Dharmapuri District / at _____ since
_____ (Year) She/he has completed _____ years of
practice as on _____ .

His/her Character and Conduct are _____.

Date:

President / Secretary
Bar Association

Annexure B

Details of Criminal trail conducted by candidate before Sessions Courts.

S.No	Case No	On the file of	Pending / Disposal

I hereby certify that above particulars are true to the best of my knowledge and belief.

Further I hereby certify that I am in continuous practice for the past _____ year.

Signature of the Candidate