

புதுக்கோட்டை மாவட்ட சட்ட பணிகள் ஆணையம் செய்திக்குறிப்பு

புதுக்கோட்டை மாவட்ட சட்ட பணிகள் ஆணையத்தின் கீழ் இயங்கிவரும் Legal Aid Defense Counsel System அலுவலகத்திற்கு இதன் அடியில் கண்டுள்ள காலிப்பணியிடங்களுக்கு நேர்காணல் மூலம் தகுதியான நபர்கள் தேர்வு செய்யப்பட்டு, அப்பணியிடங்கள் நிரப்பப்படவுள்ளது.

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

இந்த Legal Aid Defense Counsel System-ல், மேற்கண்ட பதவிகளுக்கு தகுதி வாய்ந்த நபர்களிடமிருந்து விண்ணப்பங்கள் வரவேற்கப்படுகின்றன. இதுகுறித்த முழு தகவல்கள் <https://districts.ecourts.gov.in/pudukkottai> என்ற இணையதளத்தில் “Latest Announcement” என்ற தலைப்பில் விவரமாக குறிப்பிடப்பட்டுள்ளது. விருப்பமுள்ள தகுதிவாய்ந்த நபர்கள் மேற்படி இணையதள விண்ணப்பத்தை பதிவிறக்கம் செய்து, அதனை முறையாக பூர்த்தி செய்து வரும் 11.09.2024-ம் தேதி மாலை 5.00 மணிக்குள் தலைவர் / முதன்மை மாவட்ட நீதிபதி, மாவட்ட சட்டப் பணிகள் ஆணையம், புதுக்கோட்டை என்ற முகவரிக்கு அனுப்பி வைக்குமாறு இதன் மூலம் விண்ணப்பம் கோரப்படுகிறது. இறுதி நாளுக்கு பிறகு பெறப்படும் விண்ணப்பங்கள் ஏற்றுக் கொள்ளப்பட மாட்டாது என தெரிவித்துக்கொள்ளப்படுகிறது.

Law Officers (Sl. No: 1 to 3) பதவிக்கு நேர்காணல்: 18.09.2024 காலை 10.00 மணி.

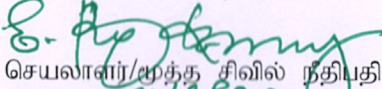
Office Assistants / Clerks மற்றும் Office Peon (Munshi / Attendant) (Sl. No: 4 & 5) பதவிக்கு நேர்காணல்: 19.09.2024 காலை 10.00 மணி.

மேற்குறிப்பிட்ட விவரப்படி, தகுதியான விண்ணப்பங்களின் அடிப்படையில் மேற்படி பதவிகளுக்குரிய நேர்முகத்தேர்வு புதுக்கோட்டை மாவட்ட ஒருங்கிணைந்த நீதிமன்ற வளாகத்திற்குள் இருக்கும் சமரச தீர்வு மைய அலுவலகத்தில் (ADR Building) நடைபெறவுள்ளது.

இடம்: புதுக்கோட்டை.
தேதி: 21.08.2024.

ஓம்/- G. சுபத்திரா தேவி,
தலைவர்/முதன்மை மாவட்ட நீதிபதி,
மாவட்ட சட்டப்பணிகள் ஆணையம்,
புதுக்கோட்டை.

// உண்மை நகல் //


செயலாளர்/முத்த சிவில் நீதிபதி,
21/8/24
மாவட்ட சட்டப்பணிகள் ஆணையம்,
புதுக்கோட்டை.



GUIDELINES FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS IN LEGAL AID DEFENSE COUNSELS AND STAFFS IN DLSAs

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, wherein present counsel assignment system (Panel Lawyers) will continue to be operational. 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 criminal courts such as 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.

1. Qualifications for Chief Legal Aid Defense Counsel:

- Practice in Criminal law for at least 10 years,
- Excellent oral and written communication skills,
- Excellent understanding of criminal law,
- Thorough understanding of ethical duties of a defence counsel,
- Ability to work effectively and efficiently with others with capability to lead,
- Must have handled at least 30 criminal trials in Sessions Courts, aforesaid condition of handling of 30 criminal cases can be relaxed in appropriate circumstances,
- Knowledge of computer system, preferable.
- Quality to lead the team with capacity to manage the office.

2. Qualifications 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,
- Thorough 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.

3. Qualification for Assistant Legal Aid Defense 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.

4. Office Assistant/ Clerks:

- 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 (Munshi / Attendant)

- Must have pass in 8th standard.
- Ability in cleaning and to do hospitality related works.

Work Profiles

Chief Legal Aid Defense Counsel:-

- Conducting trials and appeals and bail matters in courts along with deputy chief & assistant legal Aid Defense Counsels,
- Assigning duties to deputy legal Aid Defense Counsels in the office,
- Assigning duties of Assistant legal Aid Defence Counsel for assisting him and Deputy Chief legal Aid Defense Counsel and for other work including legal research,
- Ensure proper legal research, planning effective defence strategy and thorough preparation in each and every legal aided case,
- Ensure maintenance of complete files of legal aid seekers,
- Ensure proper documentation with regard to legal aid assistance provided, ensure maintaining of up-to-date record of legal aided cases,

- Will be overall in charge of administration the office of Legal Aid Defense Counsel Office.
 - Ensure quality of legal aid,
- Consultation and ensuring updation of the case progress to the client and his/her relative(s),
- Any work/duty assigned by Legal Services Authority.

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.

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.

Clerk / Office Assistant

- Keeping updated record of legal aided cases.
- Uploading the updated record/progress of the legal aid cases on NALSA portal.
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
- Typing bail applications, petitions, etc.
- Doing ministerial work related to cases such as filling applications for copies of orders, judgement etc,
- Any work/duty assigned by Legal Services Authority.

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. Brining and serving water, beverages to the visitors in the Office.
- Carrying dak etc Misc. work etc.
- Any other work assigned by Legal Services Authority.

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:

- 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 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.

Engagement with law schools:

Law schools often send their students to legal Services Institutions for internship. Moreover, Clinics of Law Colleges also collaborate with Legal Services Institutions. Law students can be engaged with the Legal Aid Defense Counsel office as to give them meaningful exposure to practical aspects of criminal law including preparing a defense strategy and doing legal research in various factual scenarios. Law students may be so engaged in the following areas in Legal aid defense counsel office:

- Legal research in criminal cases,
- Visiting scenes of crimes,
- Interviewing accused and their family members and other relevant persons,
- Visits of Prisons and Legal Aid clinics,
- Associating in campaign undertaken,
- Assist in sifting through all of the evidence collected by the prosecution and providing effective input for preparing defense strategy.

The internship to law students can be offered for a period upto 3 months. The law students so engaged shall not be paid any stipend by the Legal Services Authorities but the certificate of work and period of work will be issued jointly by the Chief Defense Counsel & Secretary, DLSA.

Monitoring and Evaluation:

- The work and performance shall be closely monitored by the Secretary DLSA and a monthly review meeting will be organised under the chairmanship of the Chairman, DLSA. The Minutes of the meeting shall be send to SLSA. A quarterly review meeting with every LADCS office and the Secretary, DLSA will also be organised by the Member Secretary, SLSA and minutes shall be send to NALSA. On half yearly basis review meeting shall be organised by NALSA. The formats for such data sharing will be shared at the time of launch. Monitoring shall be continuous process and at the end of six months the performance of every human resource shall be evaluated by the SLSA under the guidance of Hon'ble Executive Chairman, SLSA.
- Monitoring and Mentoring Committee shall monitor legal aid work of Legal Aid Defense Counsel Office.
- The Chief Legal Aid Defense Counsel shall be involved in monitoring & mentoring of Legal Aid cases of the district.

Honorarium (Retainership fee):

Sl.No	Name of the Post	Honorarium Rs.
1	Chief Legal Aid Defense Counsel	Rs. 70,000/-
2	Deputy Chief Legal Aid Defense Counsel	Rs. 40,000/-
3	Assistant Legal Aid Defense Counsel	Rs. 25,000/- each
4	Office Assistants/Clerks	Rs. 15,000/-
5	Office Peon (Munshi/Attendant)	Rs. 12,000/- each

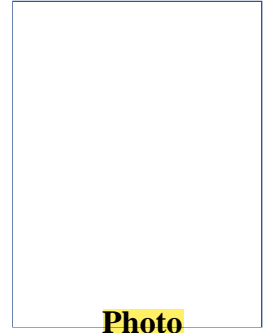
**APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER IN LEGAL
AID DEFENSE COUNSEL SYSTEM**

STATE _____

DISTRICT _____

Application No. _____

(For Office use)



APPLICATION FOR CHIEF/DEPUTY/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. (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)

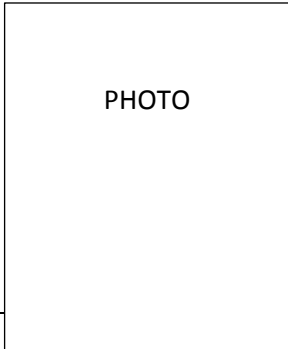
Place: _____

Date: _____

APPLICATION FOR THE POST OF "OFFICE ASSISTANT/CLERK, OFFICE PEON (MUNSHI/ATTENDANT)" FOR THE
LEGAL AID DEFENSE COUNSEL SYSTEM OF PUDUKKOTTAI DISTRICT

Application No. _____ (For Office use)

APPLICATION FOR



*** (Name of the Post which applied shall be specifically noted in the above blanks.
** (Separate application to be submitted for each post.)**

01.	Applicant's Name :	
02.	Father/Husband's Name :	
03.	Date of Birth :	
04.	Age (as on 21-08-2024) :	
05.	Gender :	
06.	Residential Address :	
07.	Telephone/Mobile No:	
08.	E-mail ID :	
09.	PAN No (if available):	
10.	AADHAR No:	
11.	Educational Qualification (Please enclose self-attested copies of documents):	

Sl. No:	Name of Course/Degree	Name of Board/University	Date and Year of passing	Percentage
i.	SSLC			
ii.	HSC (+2)			
iii.	Under Graduate			
iv.	Post Graduate			
v.	Technical Qualification in Computer			
vi.	Experience in DATA Entry Operation			
vii.	Other Qualifications (if any)			

13. Whether any disciplinary case/Complaint/Criminal Case/Debarring Proceeding was initiated as against the Applicant (or) Any such Proceeding is Pending as on date.

14. List of the documents to be attached ;

- i. Self-Attested copy of Certificates in support of educational qualifications.
- ii. Self-Attested copy of Photo Identity Card, Address Proof.
- iii. Self-Attested copy of Certificates in Support of Computer/Type writing/Short hand practical Experience.
- iv. Self-Attested copy of other Certificates relating to the Practical & Professional Skills (if any).

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 Law Enforcing Authority (or) the Employer and I have no such Disciplinary Proceedings Pending as on date. 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 Tamilnadu State Legal Services Authority/District Legal Services Authority, Pudukkottai.

Place:

(Signature)

Date :