



DISTRICT LEGAL SERVICES AUTHORITY, TIRUVALLUR

ADVERTISEMENT

Applications are invited from the qualified Advocates to work as Legal Aid Defense Counsel, on Contract basis in the District Legal Services Authority, Tiruvallur as per the direction of the Tamil Nadu State Legal Services Authority, Chennai in TNSLSA No.3910/S3/2022 Dated 20.08.2024 for details visit <https://districts.ecourts.gov.in/tiruvallur>

NAME OF THE POST AND NUMBER OF POST:

S.No	NAME OF THE POST	No. of Posts
1.	Deputy Chief Legal Aid Defense Counsel	01
2.	Assistant Legal Aid Defense Counsel	03
3.	Office Peon	03

IMPORTANT DATES:

Date of Notification	22.08.2024
Last date for submission of Application	18.09.2024

SELECTION PROCEDURE:

1. Legal Aid Defense Counsels shall be engaged on contract basis in Tiruvallur District initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance. Selection of Deputy Chief Legal Aid Defense Counsel, Assistant Legal Aid Defense Counsel and Office Peon 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, District Legal Services Authority) as envisaged in NALSA (free and competent Legal Services) Regulations 2010, subject to final approval by the Hon'ble Executive Chairman, Tamil Nadu State Legal Services Authority, Chennai.

ELIGIBILITY & QUALIFICATION:

The persons applying for the posts in Legal Aid Defense Counsel System (LADCS), must be a citizen of India and other eligibility and education qualifications are given below;

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,
- Skill in legal research,
- Thorough understanding of ethical duties of defense counsel,
- Ability to 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 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.

3. Office Peon(Munshi/Attendant):

He / She must have;

- Pass 8th Standard.
- Ability to do work in Office

WORK PROFILES:

a) Deputy Chief Legal Aid Defence Counsel

1. Conducting trials/ appeals/ Remand work/ Bail applications/ visits to prisons etc., as assigned by Chief Legal Aid Defense 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 Defense 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. All or any of the work of the chief Defense counsel as per the assignment,
7. Any work/duty assigned by Legal Services Authority.

b) Assistant Legal Aid Defence Counsel

1. Filing of cases, conducting trials in Magistrate trial cases,
2. Remand/bail and other miscellaneous work,
3. Legal research in legal aided cases,
4. Visits to Prison and Legal aid Clinics as per directions,
5. Providing assistance at pre-arrest stage to suspects,
6. Assisting Chief Legal Aid Defense Counsel and Deputy Legal Aid Defense Counsel (s) in conduct of legal aided cases,
7. Assisting in developing a defense strategy after sifting through all of the evidence collected by the prosecution and after hearing the accused version of what happened during the alleged crime in question,
8. Visiting location / area of alleged crime, having discussions with family members etc , for effective and meaningful input for defense strategy,
9. Handling queries of legal aid seekers,
10. Updating legal aid seekers about the progress of their cases,
11. Assisting in maintaining complete files of legal aided cases,
12. Handling legal queries relating to criminal matters on telephone,
13. Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel,
14. Any work/duty assigned by Legal Services Authority,

c) 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. Bringing 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 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 or on directions by SLSA in writing:

1. He/she substantially breaches any duty or service required in the office, or
2. 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
3. Charged or Convicted for any offence by any court of law , or
4. Indulges in any type of political activities, or
5. Found incapable of rendering professional services of the required standards , or
6. Failure to attend training programmes without any sufficient cause ,or
7. Indulges in activities prejudicial to the working of legal aid defense counsel office ,or
8. Using his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/herself or others ,or
9. Acts in breach of code of ethics or
10. Remains absent without leave for more than two weeks ,or
11. If services are found unsatisfactory during the six monthly performance review by the SLSA / 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 willfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during the fulfillment 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.

Honorarium (Retainership fee):

The monthly salary fixed for the Human Resources are listed below.

S.No.	Posts	Monthly Salary (Rs.)
1.	Deputy Chief Legal Aid Defense Counsel	50,000/-
2.	Assistant Legal Aid Defense Counsel	30,000/-
3.	Office Peon (Munshi/Attendant)	12,000/-

HOW TO APPLY:

The standard form of application annexed with this notification shall be used for applying the above said post. Self attested education qualification certificates, experience certificate and two recently taken passport size photos must be annexed with the application.

SUBMISSION OF APPLICATION:

The duly filled in application form along with self-attested copy of documents may be submitted to DLSA, where in the candidates desires to apply through speed post or in an envelope personally in the office of the District Legal Services Authority, Tiruvallur on or before 18.09.2024 at 5.30 p.m. to the following address;

**Chairman,
District Legal Services Authority,
ADR Building, District Court Complex,
Tiruvallur – 602 001.**

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

Note: Applying for engagement does not create any right / assurance whatsoever.

**(S/d/- TMT. J.JULIET PUSHPA, B.SC., M.L.,)
Chairman/Principal District Judge,
District Legal Services Authority,
Tiruvallur.**

Date: 22.08.2024

Place: Tiruvallur

// BY ORDER//

**(S/d. TR. DEENADAYALAN, B.SC., B.L)
Secretary (Fac) / Special Sub Judge, Tiruvallur**

GENERAL INSTRUCTIONS

1. Only short listed candidates will be called for interview after scrutinizing the applications.
2. The actual date and time of interview will be intimated in Tiruvallur ecourt website.
(<https://districts.ecourts.gov.in/tiruvallur>)
3. Candidates should appear for the interview with their original certificates.
4. Candidates should attend the interview at their own expenses.
5. The posts are purely contract basis and the duration is only for 2 years which may be extended based on the performance with periodical breaks as per the guideline of NALSA Legal Aid Defense Counsel System. The selected candidates cannot claim for permanency of the job.
6. The selection criteria will be as per the guidelines of NALSA Legal Aid Defense Counsel System.
7. The applicant will be responsible for the authenticity of information and other documents by submitted her/him.

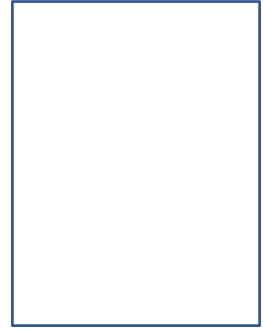
**APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER IN LEGAL
AID DEFENSE COUNSEL SYSTEM**

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 :
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: _____

மாதிரி விண்ணப்பப் படிவம்

அண்மையில்
எடுக்கப்பட்ட
பாஸ்போட் அளவு
புகைப்படம்
அளவு 3.5 x 4.5
செ.மீ

1. விண்ணப்பதாரரின் பெயர் :
2. தகப்பனார்/கனாவர் பெயர் :
3. பிறந்த தேதி :
4. கல்வித்தகுதி :
(கல்விச் சான்றிதழ்களின் நகல்
இணைக்கப்பட வேண்டும்)
5. கூடுதல் கல்வித் தகுதி :
(சான்றிதழ்களின் நகல் இணைக்கப்பட
வேண்டும்)
6. விண்ணப்பிக்கும் பதவியின் பெயர் :
7. நிரந்தர முகவரி :
8. அரசுப்பணியில் முன் அனுபவம் :
9. சட்டத்துறையில் அனுபவம் வாய்ந்தவரா? :
(ஆம் எனில் எத்தனை வருடம்
அனுபவம்)
10. விண்ணப்பதாரரின் மேல் காவல்
துறையில் வழக்கு எதுவும் நிலுவையில்
உள்ளதா? :

ஆம்/இல்லை

ஆம்/இல்லை

இடம் :

நாள் :

விண்ணப்பதாரரின் கையொப்பம்

உறுதிமொழி

இந்த விண்ணப்பத்தில் கூறப்பட்டுள்ள அனைத்து தகவல்களும் எனது அறிவு மற்றும் நம்பிக்கைக்கு எட்டிய வரையில் உண்மையானவை என்று உறுதியளிக்கிறேன். எந்த ஒரு நிலையிலும் தவறான தகவல் கண்டறியப்பட்டால் எனது விண்ணப்பத்தை ரத்து செய்யப்படும் என்ற வழிமுறைகள் மற்றும் விதிமுறைகளை நான் படித்து புரிந்து கொண்டேன் அவற்றிற்கு இணங்க ஒப்புக்கொள்கிறேன். நான் செய்ய விரும்பும் பணிக்கான தகுதி நிபந்தனைகளை பூர்த்தி செய்வதாக அறிவிக்கிறேன். நான் ஊதிய அமைப்பு மற்றும் அறிவிக்கப்பட்ட அனைத்து விதிமுறைகள் மற்றும் நிபந்தனைகளுக்கு உடன்படுகிறேன்.

(கையொப்பம்)

இடம்.....

தேதி.....