



## DISTRICT LEGAL SERVICES AUTHORITY, TIRUVANNAMALAI

**DLSA.No. 2412/2024**

**Dated: 23.08.2024**

**Ref : TNSLSA. No. 3910/S3/2022, D.No.5349/2024, Dated: 20.08.2024**

### **NOTIFICATION NO. 02 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 the shortfalls of Human Resources (Legal Aid Defence Counsels and Supporting staffs) for the Legal Aid Defense Counsel System (LADCS) in the District Legal Services Authority, Tiruvannamalai. Details of the name and number of the Posts & Salary are given below;

S.No.	Name of the Post	No. of post	Salary per Month (Consolidated)
1.	Deputy Chief Legal Aid Defense Counsel	2	Rs.50,000/-
2.	Assistant Legal Aid Defense Counsel	4	Rs.30,000/-
3.	Office Assistant / Clerks	1	Rs.20,000/-
4.	Office Peon (Munshi/Attendant)	2	Rs.12,000/-

#### **Important Dates:**

- Date of Notification: 23-08-2024
- Last date for submission of Application **04-09-2024**

#### **HOW TO APPLY:**

The standard application form and google form are available in the Tiruvannamalai e-court website **<https://districts.ecourts.gov.in/Tiruvannamalai>** 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:**

▪ Separate application format for the posts of Deputy Chief Legal Aid Defense Counsel, Assistant Legal Aid Defense Counsel and other posts of Office Assistant/ Clerks, Office Peon (Munshi / Attendant) is enclosed herewith.

▪ 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 04-09-2024 at 5:00 p.m. to the following address:

**CHAIRMAN/PRINCIPAL DISTRICT JUDGE,  
District Legal Services Authority, ADR Building,  
Tiruvannamalai – 606604.**

**Note:** Super scribe the envelope as Application for the post of ..... in Legal Aid Defense Counsel System (LADCS) in DLSA, Tiruvannamalai.

The applicant 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.

**Date:** 23.08.2024  
**Place:** Tiruvannamalai

**Chairman/Principal District Judge,  
District Legal Services Authority,  
Tiruvannamalai.**

29/8/23

## **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 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 Tiruvannamalai District
2. Should not be less than 21 years as on the date of Notification and others 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,
- Skill in legal research,  
Through 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 8<sup>th</sup> 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/ Clerk and Office Peon (Munshi/Attendant) 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:**

### **1. Deputy Chief Legal Aid Defense Counsel**

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

### **2. Assistant Legal Aid Defense Counsel**

- Conducting legal research in legal aided cases.
- Visits to Jail Clinics twice in a week.
- Providing assistance at pre-arrest stage to suspects.
- Assisting Chief Legal Aid Defense Counsel and deputy Legal Aid Defense Counsel in conduct of legal aided cases.
- Assisting in developing a Defense 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.

### **3. Office Assistant / Clerk**

- 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, judgment etc,
- Any other task assigned by the Chief Legal Aid Defense Counsel.
- Any work/duty assigned by Legal Services Authority.

#### **4. Office Peon (Munshi/Attendant)**

- Cleaning the office before the commencement of office hours.
- Ensuring that all places in the office are kept clean.
- Brining and serving water, beverages to the visitors in the Office.
- Carrying dak etc.
- Any other work assigned by Legal Services Authority.

#### **TERMINATION OF SERVICES**

Services of any human resource / staff including Legal aid Defense counsel engaged in the office of Legal Aid Defense Counsel System can be terminated at any time, without any prior notice in the following cases:

- i. He/she substantially breaches any duty or service required in the office.
- ii. Seeks or accepts any pecuniary gains from the legal aid seekers or beneficiary his friend or relative.
- iii. Charged or Convicted for any offence.
- iv. Indulges in any type of political activities.
- v. Found incapable of rendering professional services of the required standards.
- vi. Failure to attend training programmes without any sufficient cause.
- vii. Indulges in activities prejudicial to the working of legal aid Defense counsel office.
- viii. Using his/her position in legal aid Defense counsel office to secure unwarranted privileges or advantages for him/herself or others.
- ix. Acts in breach of code of ethics.
- x. Remains absent without leave for more than two weeks.

#### **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.

  
**Chairman/Principal District Judge,  
District Legal Services Authority,  
Tiruvannamalai.**

AA  
29/5/24

**Copy to:**

1. Notice Board of District Court, Tiruvannamalai
2. System Analyst, District Court for publish in District Court Website
3. Notice board of District Legal Services Authority, Tiruvannamalai
4. The President / Secretary, Bar Association, Tiruvannamalai
5. The President / Secretary, Advocate Association, Tiruvannamalai
6. The President / Secretary, Lawyers Association, Tiruvannamalai
7. The Chairman, All Taluk Legal Services Committee, Tiruvannamalai District.
8. The 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 01-08-2024) :
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 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 FORM**  
**APPLICATION FOR LEGAL AID DEFENSE COUNSEL SYSTEM**  
**DISTRICT LEGAL SERVICES AUTHORITY, TIRUVANNAMALAI.**

Name of the post applied for : **1. Office Assistant/ Clerks**

**2. Office Peon (Munshi / Attendant)**

(Use separate application for each post)

Self Attested  
 Passport Size  
 Photo of the  
 Applicant

1	Name of the applicant (in English) as per the certificate.	:			
2	Name of the Father/Husband	:			
3	Age (as on 01.07.2022) & Date of Birth	:	DD	MM	YYYY
4	Gender	:	Male	Female	Transgender
5	Marital Status	:			
6	Address for communication	:			
			Mobile No:		
			Email –id:		

		Aadhar Number:						
7	Permanent Address with Native place	Same as above <input type="checkbox"/>						
		Native place:						
8	Community(tick relevant community) (copy of certificate to be enclosed)	<table border="1"> <tr> <td>OC</td> <td>BC</td> <td>MBC</td> <td>SC</td> <td>ST</td> <td>others</td> </tr> </table>	OC	BC	MBC	SC	ST	others
OC	BC	MBC	SC	ST	others			
9	Caste(with sub caste)							
10	Nationality/Religion							
11	Educational Qualification (copy of certificates and any other relevant certificates (self attested) to be enclosed)							
12	Any other Additional Qualification and experience certificates with self attested copies to be enclosed.							
13	Experience Details							

14	Is the applicant punished in any criminal case? If so give details.	:	
15	Is there any civil/criminal case pending against the applicant. If yes give details	:	
16	Is there any spouse / relative working in this Judicial Department, legal services authority, if it is so furnish the details.	:	
17	No. of enclosures		

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

**Place:**

**Signature of the applicant**

**Date:**

## **GOOGLE FORM LINK**

1. Deputy Chief Legal Aid Defense Counsel & Assistant Legal Aid Defense Counsel

<https://forms.gle/MZyyVQpLsdzabSNb9>

2. Office Assistant/ Clerk & Office Peon (Munshi/Attendant)

<https://forms.gle/TgEu2ntzSzbwED989>