



**DISTRICT LEGAL SERVICES AUTHORITY**  
**Villupuram**

**NOTIFICATION No. 01 / 2022**

Dated: 13-07-2022

Applications are invited from eligible candidates for filling up of the following posts on full time engagement on **contract basis** initially for a period of Two Years with a stipulation of extension on yearly basis on satisfactory performance in "**LEGAL AID DEFENSE COUNSEL SYSTEM (LADCS)**" in Villupuram District. The following posts are proposed to be filled up through fair selection procedure for LADCS as per the Modified Scheme, 2022 (Legal Aid Defence Counsel System) issued by NALSA;

| Sl. No. | NAME OF THE POST                              | No. of Post |
|---------|---|-------------|
| 1.      | Chief legal Aid Defense Counsel               | 01          |
| 2.      | Deputy Chief Legal Aid Defense Counsel        | 01          |
| 3.      | Assistant Legal Aid Defense Counsel           | 02          |
| 4.      | Office Assistant                              | 02          |
| 5.      | Receptionist -cum-Data Entry Operator(Typist) | 01          |
| 6.      | Office Peon(Munshi/Attendant)                 | 01          |

**Important Dates:**

|   |            |
|---|------------|
| Date of Notification                    | 13-07-2022 |
| Last date for submission of Application | 20-07-2022 |

**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 civil matters and counsel

assignment system (Panel Lawyers) will continue to be operational for the purpose. The following end to end legal services shall be provided through Legal Aid Defence 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 NALA'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.

### **ELIGIBILITY & QUALIFICATION:**

The Selection Process for Legal Aid Defence Counsel System (LADCS) will be carried out as adhering to the instructions (Qualification, Work Profile, Code of Ethics) specified in the Modified Scheme, 2022 (Legal Aid Defence Counsel System) issued by NALSA, subject to the eligibility criteria as given below;

#### **1. Qualifications for Chief Legal Aid Defense Counsel :**

He /She must have ;

- Practice in Criminal law for at least 10 years,
- Excellent oral and written communication skills,
- Excellent understanding of criminal law,
- Through understanding of ethical duties of a defense counsel,
- Ability to work effectively and efficiently with others with capability to lead,
- Must have handled at least 30 criminal trials in Sessions Courts,
- Knowledge of computer system, preferable.

#### **2. Qualifications for 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 handled at least 20 criminal trials in Sessions Courts,
- IT Knowledge with proficiency in work.

#### **3. Qualifications for 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.

#### **4. Qualifications for Office Assistant / Clerks:**

He / She must have ;

- Educational Qualification: Graduation,
- 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. Qualifications for Receptionist-cum- Data Entry Operator:**

He / She must have ;

- Educational Qualification: Graduation,
- Excellent verbal and written communication skills,
- Word processing abilities,
- The ability to work telecommunication system (Telephones, Fax, Machines, switchboards etc.),
- Proficiency with good typing speed.

#### **6. Office Peon ( Munshi / Attendant ):**

He /She must have

- Pass in 8<sup>th</sup>Standard,
- Ability to 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 Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel, and Assistant Legal Aid Defense Counsel will be based on merit, taking into account the knowledge, skills, practice and experience of candidates.
3. The selection of Receptionist Cum Data Entry Operator and Office Assistant 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 the 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, Tamil Nadu State Legal Services Authority, Chennai.

### **WORK PROFILES:**

#### **a) Chief Legal Aid Defence Counsel:**

1. Conducting trials and appeals and bail matters in courts along with deputy Chief Legal Aid Defence Counsel.
2. Assigning duties of Deputy Chief Legal Aid Defence Counsel
3. Assigning duties of Assistant Chief Legal Aid Defence Counsel for assisting him and Deputy Chief Legal Aid Defence Counsel and for legal research.
4. Ensure proper legal research, planning effective defence strategy and thorough preparation in each and every legal aided case.
5. Ensure maintenance of complete files of legal aid seekers.
6. Ensure proper documentation with regard to legal aid assistance provided, ensure maintaining of up to date record of legal aided case.
7. Will be overall in charge of administration the office of Chief Legal Aid Defence Counsel Office.
8. Ensure quality of Legal Aid.
9. Any work/duty assigned by Legal Services Authority.

#### **b) Deputy Chief Legal Aid Defence Counsel :**

1. Conducting trials/ appeals/ Remand work/ Bail applications as assigned by Chief Legal Aid Defence 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 Defence 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. Any work/duty assigned by Legal Services Authority.

#### **c) Assistant Legal Aid Defence Counsel :**

1. Conducting legal research in legal aided cases.
2. Visits to Jail Clinics twice in a week.
3. Providing assistance at pre-arrest stage to suspects.
4. Assisting Chief Legal Aid Defence Counsel and deputy Legal Aid Defence Counsel in conduct of legal aided cases.
5. Assisting in developing a defence strategy after shifting 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.

6. Visiting location/area of alleged crime, having discussions with family members etc, for effective and meaningful input for defence strategy.
7. Handling queries of legal aid seekers.
8. Updating legal aid seekers about the progress of their cases.
9. Assisting in maintaining complete files of legal aided cases.
10. Handling legal queries relating to criminal matters on telephone.
11. Any other work related to legal aid assigned by Chief Legal Aid Defence Counsel.
12. Any work/duty assigned by Legal Services Authority.

**d) Office Assistant:**

1. Keeping updated record of legal aided cases
2. Uploading the updated record/progress of the legal aid cases on NALSA portal.
3. Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
4. Typing bail applications, petitions, etc.
5. Doing ministerial work related to cases such as filling applications for copies of orders, judgement etc,
6. Any other task assigned by the Chief Legal Aid Defence Counsel.
7. Any work/duty assigned by Legal Services Authority.

**e) Receptionist –cum- Data Entry Operator:**

1. Greeting clients and visitors and answering visitor inquiries.
2. Answering and routing incoming calls on a multi-line telephone system.
3. Scheduling and routing legal aid seekers.
4. Maintaining the waiting area, lobby or other office areas.
5. Scanning, photocopying, faxing.
6. Collecting and routing mail and hand-delivered packages.
7. Answering face-to-face enquiries and providing information when required.
8. Uploading, at the initial point, Legal aided cases on NALSA portal and updating the information from time to time.
9. Any work/duty assigned by Legal Services Authority.

**f) 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 human resource/staff including Legal aid defence counsel engaged in the office of the Legal Aid Defence Counsel can be terminated at any time, without any prior notice in the following cases;

1. He/she substantially breaches any duty or service required in the office.
2. Seeks or accepts any pecuniary gains from the legal aid seekers or beneficiary or his friend or relative.
3. Charged or Convicted for any offence.
4. Indulges in any type of political activities.
5. Found incapable of rendering professional services of the required standards.
6. Failure to attend training programmes without any sufficient cause.
7. Indulges in activities prejudicial to the working of legal aid defence counsel office.
8. Using his/her position in legal aid defence counsel office to secure unwarranted privileges or advantages for him/herself or others.
9. Acts in breach of code of ethics.
10. Remains absent without leave for more than two weeks.

## **Code of Ethics :**

Personnel engaged in the office of Legal Aid Defence 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 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 Defence Counsel shall solicit, agree to accept or accept, whether directly or indirectly, any gift, favour, service, or other things 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.

**Salary :**

The monthly salary fixed for the Human resources are listed below:

| Sl. No. | Human Resources (Monthly salary)              | Salary per month |
|---------|---|------------------|
| 1       | Chief legal Aid Defense Counsel               | Rs.90,000 /-     |
| 2       | Deputy Chief legal Aid Defense Counsel        | Rs.60,000 /-     |
| 3       | Assistant legal Aid Defense Counsel           | Rs.30,000/-      |
| 4.      | Office Assistants                             | Rs.20,000/-      |
| 5.      | Receptionist cum Data Entry Operator (Typist) | Rs.15,000/-      |
| 6.      | Office Peon                                   | Rs.14,000/-      |

**HOW TO APPLY:**

The standard form of application annexed with this notification shall be used to apply the post along with two number of passport photographs and the applicants shall enclose self-attested photocopies of educational qualifications along with experience certificates.

**GENERAL INFORMATION :**

1. If the candidate is applying for more than one post he / she has to submit separate application for each post.
2. Selected candidates will work on contract basis in Villupuram district, initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance.
3. Original Certificates and testimonials need not be sent.
4. Applications received after the last date will summarily be rejected.

**LAST DATE FOR SUBMISSION OF APPLICATIONS:**

The duly filled in applications in the prescribed format along with self-attested copy of certificates and all other supportive documents should be submitted either in person (or) through post on or before 20.07.2022 at 5:00 p.m. to the address given below.

**"THE CHAIRMAN / PRINCIPAL DISTRICT JUDGE,**  
District Legal Services Authority,  
Satta Udhavi Maiyam,  
District Court Campus,  
Villupuram-605 602."

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

The applicants should submit the mobile / contact number in their applications for further communication. Further, all the candidates are required to frequently refer the district court website "<https://districts.ecourts.gov.in/viluppuram>" for all future updates regarding this recruitment. No individual communication will be sent to the candidates.

Incomplete applications will be rejected without assigning any reasons and Applications received after the last date will summarily be rejected.

Date: 13-07-2022  
Place: Villupuram.

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

13/7/2022  
13.07.2022

**Copy to :**

1. Public Relation Officer, District Collectorate, Villupuram for publication in the Official Website of Villupuram District.
2. System Analyst , District Court for publication in District Court Website
3. Notice Board of District Court, Villupuram.
4. Notice board of District Legal Services Authority, Villupuram.
5. File.