

அரியலூர் மாவட்ட சட்டப்பணிகள் ஆணைக்குழு

அறிவிக்கை

அரியலூர் மாவட்ட சட்டப்பணிகள் ஆணைக்குழுவின் கீழ் இயங்கிவரும் LEGAL AID DEFENSE COUNSEL SYSTEM அலுவலகத்திற்கு பின்வரும் காலிபணியிடங்களுக்கு நேர்காணல் மூலம் தகுதியான நபர்கள் தேர்வு செய்யப்பட்டு, அப்பணியிடங்கள் நிரப்பப்படவுள்ளது.

S.No	NAME OF THE POST	No.of Post
1.	Chief Legal Aid Defense Counsel	1
2.	Deputy Chief Legal Aid Defense Counsel	3
3.	Assistant Legal Aid Defense Counsel	6
4.	Office Assistant / Clerk	3
5.	Receptionist Cum Data Entry Operator (Typist)	1
6.	Office Peon (Munshi/Attendant)	3

இந்த LEGAL AID DEFENSE COUNSEL SYSTEM-ல், மேற்கண்ட பதவிகளுக்கு தகுதி வாய்ந்த நபர்களிடமிருந்து விண்ணப்பங்கள் வரவேற்கப்படுகின்றன. இதுகுறித்த முழு தகவல்கள் அறிவிக்கையாக <https://ariyalur.dcourts.gov.in> என்ற இணையதளத்தில் "Latest Announcement" என்ற தலைப்பில் விவரமாக குறிப்பிடப்பட்டுள்ளது. விருப்பமுள்ள தகுதிவாய்ந்த நபர்கள் மேற்படி இணையதளத்தில் விண்ணப்பத்தை பதிவிறக்கம் செய்து, அதனை முறையாக பூர்த்தி செய்து உரிய சுயசான்றிட்ட இணைப்புகளுடன் எதிர்வரும் 14.07.2025-ஆம் தேதி மாலை 05.30 மணிக்குள் தலைவர் / முதன்மை மாவட்ட அமர்வு நீதிபதி, மாவட்ட சட்டப்பணிகள் ஆணைக்குழு, அரியலூர் என்ற முகவரிக்கு பதிவுத் தபால் வழியாக மட்டும் அனுப்பி வைக்குமாறு இதன் மூலம் அறிவிக்கப்படுகிறது. இறுதி நாளுக்கு பிறகு பெறப்படும் விண்ணப்பங்கள் ஏற்றுக் கொள்ளப்பட மாட்டாது என தெரிவித்துக்கொள்ளப்படுகிறது. இந்த ஆட்சேர்ப்பு சம்மந்தமான அனைத்து தகவல்களும் அரியலூர் மாவட்ட நீதிமன்ற இணையதளத்தில் மட்டும் வெளியிடப்படும்.

/(ஓம்) T. மலர்வாலண்டினா/

நாள்: 20.06.2025.

தலைவர் / முதன்மை மாவட்ட அமர்வு நீதிபதி,

இடம்: அரியலூர்.

மாவட்ட சட்டப்பணிகள் ஆணைக்குழு,

அரியலூர்.

[1]
DISTRICT LEGAL SERVICE AUTHORITY, ARIYAUR

NOTIFICATION NO. 1 / 2025.

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 providing with Legal Aid in Criminal Cases, proposed to be established in the District Legal Services Authority, Ariyalur. Details of the name of the Post and number of requirements are given below;

S. No	NAME OF THE POST	No. of Post
1.	Chief Legal Aid Defense Counsel	1
2.	Deputy Chief Legal Aid Defense Counsel	3
3.	Assistant Legal Aid Defense Counsel	6
4.	Office Assistant / Clerk	3
5.	Receptionist Cum Data Entry Operator (Typist)	1
6.	Office Peon (Munshi/Attendant)	3

Important Dates:

Date of Notification	20.06.2025
Last date for submission of Application	14.07.2025

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 service 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 NALA’s scheme for providing such assistance,
- Any other legal aided work related to District Courts or as assigned by the secretary, DLSA, Ariyalur
- Periodic visit of Prisons of the district under the guidance of the Secretary, DLSA, Ariyalur

ELIGIBILITY & QUALIFICATION:

The persons applying for the posts in Legal Aid Defense Counsel System (LADCS) He/She;

- Must be a citizen of India and Local resident of Ariyalur District
- Should not be less than 21 years as on the date of Notification

The Suggested eligibility Criteria are as follows;

1. Chief Legal Aid Defense Counsel:

He /She must have;

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

2. Deputy Chief Legal Aid Defense Counsel:

He / She must have;

- Practice in Criminal law for atleast 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 atleast 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. 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 defense counsel,
- Ability to work effectively and efficiently with others,
- Excellent writing and research skills,
- IT knowledge with proficiency in work.

4. Office Assistant/ Clerks:

He / She must have;

- Graduation – Any degree
- Basic word processing skills and the ability to operate 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.

5. Receptionist – cum - Data Entry Operator

He / She must have;

- Graduation - Any degree
- Excellent verbal and written communication skills,
- Word and data 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

- Passed 8th 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 Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel, and Assistant Legal Aid Defense Counsel will be purely 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 Receptionist Cum Data Entry Operator, Office Assistant, and Office peon 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:**(a) Chief Legal Aid Defense Counsel**

1. Conducting trials and appeals and bail matters in courts along with deputy Chief Legal Aid Defense Counsel.
2. Assigning duties of Deputy Chief Legal Aid Defense Counsel
3. Assigning duties of Assistant Chief Legal Aid Defense Counsel for assisting him and Deputy Chief Legal Aid Defense Counsel and for legal research.
4. Ensure proper legal research, planning effective defense 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 Defense Counsel Office.
8. Ensure quality of Legal Aid.
9. Consultation and ensuring updation of the case progress to the client and his/her relative(s),
10. Any work/duty assigned by District Legal services Authority, Ariyalur.

(b) Deputy Chief Legal Aid Defense 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 assignment,
7. Any work/duty assigned by District Legal services Authority, Ariyalur.

(c) Assistant Legal Aid Defense Counsel

1. Filing of cases, conducting trials in Magistrate trial cases,
2. Remand / Bail and other Miscellaneous work,
3. Conducting legal research in legal aided cases.
4. Visits to Prison and Legal aid Clinics twice in a week.
5. Providing assistance at pre-arrest stage to suspects.
6. Assisting Chief Legal Aid Defense Counsel and deputy Legal Aid Defense Counsel 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's 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 District Legal services Authority, Ariyalur.

(d) Clerk / 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, appeals 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 Defense Counsel.
7. Any work/duty assigned by District Legal services Authority, Ariyalur.
8. All duties assigned by Receptionist cum data entry operator.

(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 District Legal services Authority, Ariyalur.

(f) 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.
5. Carrying dak, misc. work etc.
6. Any other work assigned by District Legal services Authority, Ariyalur.

TERMINATION OF SERVICES

Services of 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:

1. He/she substantially breaches any duty or service required in the office, *or*
2. Seeks or accepts any pecuniary gains from the legal aid seekers or beneficiary 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 counseloffice, *or*
8. Uses 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 or DLSA.

Estimated Monthly Salaries:

1	Chief legal Aid DefenseCounsel	From Rs. 60,000/- to Rs. 70,000/-
2	Deputy Chief legal Aid DefenseCounsel	From Rs. 30,000/- to Rs. 50,000/- each
3	Assistant legal Aid DefenseCounsel	From Rs. 20,000/- to Rs. 30,000/- each
4.	Clerk / Office Assistants	From Rs. 12,500/- to Rs. 15,000/- each
5.	Receptionist – cum- Date EntryOperator	From Rs. 12,000/- to Rs. 15,000/-
6	Office peon (Munshi / Attendant)	From Rs. 10,000/- to Rs. 12,000/- each

HOW TO APPLY:

The standard form of application annexed with this notification shall be used for applying the post along with two number of passport photographs and the applicants shall enclose self-attested photocopies of educational qualification along with experience certificate.

GENERALINSTRUCTIONS

1. Only short-listed candidates will be called for Written Test / Interview / Skill Test after scrutinizing the applications.
2. Date of Written Test / Interview / Skill Test and Time will be intimated by e-mail to the short-listed candidates and also by the Court Website.
3. Candidates should appear for the interview with their original certificates.
4. Candidates attending the Written Test / Interview / Skill Test will do so at their own expenses.
5. The positions are purely temporary and the duration is for 2 years which may be extended as per the Instructions of TNSLSA.
6. The selected candidates cannot claim for permanency of the job.
7. Preference will be given to candidates possessing relevant experience.
8. The selection criteria would be as per guidelines of NALSA Legal Aid Defense Counsel Scheme - 2022.
9. The applicant will be responsible for the authenticity of information and other documents submitted.
10. The performance of the candidates will be monitored for 6 months and further extension will be based on their performance.

SUBMISSION OF APPLICATION:

The duly filled in application in the prescribed format along with self-attested photocopy of the certificates and all other supportive documents should be submitted only by Registered Post on or before 14.07.2025, 05:30 P.M. to the following address:

**CHAIRMAN / PRINCIPAL DISTRICT JUDGE,
DISTRICT LEGAL SERVICES AUTHORITY,
COMBINED COURT CAMPUS,
ARIYALUR – 621 704.**

Superscribe the envelope as “**Application for the post of**”
in Legal Aid Defense Counsel System (LADCS) at DLSA , Ariyalur.

The applicants should mention the mobile / contact number and their email-ID in their applications for further required communication, if any.

Incomplete application will be summarily rejected without assigning any reasons. No application will be entertained after the last date cut of time.

Date: 20.06.2025
Place: Ariyalur

**/(Sd) T. MALARVALANTINA/
Chairman /Principal District Judge,
District Legal Services Authority,
Ariyalur.**

To :

1. The Public Relation Officer, District Collectorate, Ariyalur for publishing in the Official Website of District.
2. The System Analyst, Principal District Court, Ariyalur for publishing in District Court Website.
3. All the Bar Association of Ariyalur District.
4. Notice Board.
5. File.

**APPLICATION FOR ENGAGEMENT AS FULL TIME
CHIEF / DEPUTY / ASSISTANT LEGAL AID DEFENSE COUNSEL.**

Application No. _____
(For Office use)

Self-Attested
Passport Size
Photo

(Taken in the
last 3 months)

1.	Applicant's Name	:	
2.	Father/Husband's Name	:	
3.	Date of Birth	:	
4.	Age (as on 01-07-2024)	:	
5.	Gender	:	
6.	Residential Address	:	
7.	Office Address	:	
8.	Mobile No	:	
9.	E-mail ID	:	
10.	PAN No.	:	
11.	AADHAR No	:	
12.	Educational Qualification (Please enclose self-attested photocopies of all the documents)		

Name of the Course	Name of College / University	Year of Passing	Obtained Percentage
Graduation			
Professional Degree			
LLB			
LLM			
Technical Qualification			
Any other (if any)			

13.	Enrolment No & Date (Attach self-attested photocopy of enrolment certificate issued by Bar Council)	:	
14.	Experience in Bar (Duration of actual practice) (Attach an experience certificate issued by the Bar Association /Council)	:	
15.	Total No. of Criminal cases handled	:	
16.	Details of Criminal cases as per Sl.No.15 (Attach separate sheet)	:	
17.	The details of a few important cases, the Applicants have dealt with/handled and reported judgement if any	:	
18.	Whether empanelled as Central/State Government or Government undertaking counsel/pleader (Indicate the period & attach documents)	:	
19.	The Courts where the Applicant is regularly practising (Enclose Bar Association Membership Certificate)	:	
20.	Specify whether earlier remained on the panel of DLSA or TLSC (Indicate the period, number of legal aid cases handled & result) (attach documents)	:	
21.	Whether any Criminal Case / Complaint / Disciplinary Proceeding is was against the Applicant with any Bar Council (If yes, specify details of both disposed & pending with documents)	:	YES / NO

(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 The Bar Council of Tamil Nadu and Puducherry 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.

Place:

(Signature)

Date: / /2025.

List of the documents attached.

1. Self-Attested photocopy of Certificates in support of educational qualifications.
2. Self-Attested photocopy of Certificate in Enrolment issued by the Bar Council under the Advocates Act, 1961.
3. Self-Attested photocopy of the Identity Card issued by the Bar Council of the Tamil Nadu and Puducherry.
4. Self-Attested photocopy of Address Proof (Preferably Aadhaar).
5. Self-Attested photocopy of Income Tax Return (ITR) for last 3 years (if available).
6. Photo copies of judgments in 5 Sessions cases, represented as Defense lawyer, (for the post of Chief/Deputy Legal Aid Defense Counsel).
7. Photocopies of at least 5 cross examinations in Sessions cases (for Chief/Deputy Legal Aid Defense Counsel).

**APPLICATION FOR THE POST OF OFFICE ASSISTANT / CLERK,
OFFICE PEON (MUNSHI / ATTENDANT)” FOR THE LEGAL AID
DEFENSE COUNSEL SYSTEM OF ARIYALUR 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)

Self-Attested
Passport Size
Photo

(Taken in the
Last 3
Months)

1.	Applicant's Name	:	
2.	Father/Husband's Name	:	
3.	Date of Birth	:	
4.	Age (as on 01-07-2024)	:	
5.	Gender	:	
6.	Residential Address	:	
7.	Mobile No	:	
8.	E-mail ID	:	
9.	PAN No.	:	
10.	AADHAR No	:	
11.	Educational Qualification (Please enclose self-attested copies of documents)		

Name of the Course/Degree	Name of Board / University	Date and Year of Passing	Percentage
SSLC			
HSC (+2)			
Diploma			
Under Graduate			
Post Graduate			
Technical Qualification			
Other Qualifications (if any)			

12.	Whether any Complaint / Criminal Case / Debarring Proceeding was initiated as against the Applicant (or) Any such Proceedings Pending as on date.	:	
13.	Details of Experience (details to be attached)	:	

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 Tamil Nadu State Legal Services Authority / District Legal Services Authority, Ariyalur.

Place:

(Signature)

Date:

List of the documents attached.

1. Self-Attested photocopy of Certificates in support of educational qualifications.
2. Self-Attested photocopy of Photo Identity Card (Preferably Aadhaar)
3. Self-Attested photocopy of Address Proof.
4. Self-Attested photocopy of Certificates in Support of Computer / Typewriting / Short hand practical Experience.
5. Self-Attested photocopy of other Certificates relating to the Practical & Professional Skills (if any).