



Notification

The applications are invited from the eligible candidates for filling up the following posts on temporary basis in Legal Aid Defense Counsel System by District Legal Services Authority, Madurai (Unit of the Tamil Nadu State Legal Services Authority, Chennai).

Date of Notification	13.07.2022
Last date for Submission of Application	20.07.2022

Legal Aid Defense Counsel System(LADCS), Madurai.

S. No.	Human Resources for a Legal Aid Defense Counsel Office	No. required
1.	Chief Legal Aid Defense Counsel	1
2.	Deputy Chief Legal Aid Defense Counsel	2
3.	Assistant Legal Aid Defense Counsel	3
4.	Office Assistants/ Clerks	3
5.	Receptionist-cum-Data Entry operator (Typist)	1
6.	Office peon (Munshi/Attendant)	1
	Total	11

QUALIFICATIONS

1) 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 defense counsel.
- Ability to work effectively and effectively with others with capability to lead.
- Must have handled at least 30 criminal trials in Sessions Courts.
- Knowledge of computer system Preferable.

2) 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 defense counsel,
Ability to work effectively and efficiently with others,
Must have handled at least 20 criminal trials in Sessions Courts,
- IT Knowledge with proficiency in work.

3) Assistant Legal Aid Defense Counsel:

- 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) Office Assistants/ Clerks:

- 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) Receptionist-cum-Data Entry Operator

- Educational Qualification: Graduation,
- Excellent verbal and written communication skills.
- Word processing abilities,
- The ability to work telecommunication systems (telephones, fax machines, switchboards etc),
- Proficiency with good typing speed.

6) Peon

- Educational Qualification: 8th Pass or 10th standard,
- Ability to do work in office
- Two wheeler is must and with both Two wheeler and four wheeler driving ability.

WORK PROFILES

i) Chief Legal Aid Defense Counsel

- Conducting trials and appeals and bail matters in courts along with deputy chief legal Aid Defense Counsel
- Assigning duties of Deputy chief legal Aid Defense Counsel
- Assigning duties of Assistant legal Aid Defense counsel for assisting him and Deputy Chief legal Aid Defense Counsel and for legal research.
- Ensure proper legal research, planning effective defense 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.
- Any work/duty assigned by Legal Services Authority.

ii) 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.

iii) 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.

iv) Office Assistant

- Keeping updated record of legal aided cases.
- Uploading the updated record/progress of the legal aided 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 filing applications for copies of orders, judgments etc.
- Any other task assigned by the Chief Legal Aid Defense Counsel.
- Any work/duty assigned by Legal Services Authority.

v) Receptionist-cum-Data Entry Operator

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

vi) Office peon (Munshi/Attendant)

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

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 make use of his/her office or employment or advertising any outside activity.
- No personnel within the office of Legal engage in any outside activity or act as an Aid Defense Counsel shall for the purpose of promoting Aid Defense Counsel shall 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.

Age Limit


S.No	Category	Age Limit
1.	Office Assistants/ Clerks	18 to 32
2.	Receptionist-cum-Data Entry operator (Typist)	
3.	Office peon (Munshi/Attendant)	

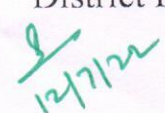
Last date of application:

- ❖ Applicants can download the application form from the district court **website:** <https://districts.ecourts.gov.in/madurai>. The candidates who are shortlisted for the interview will not be informed individually. It will be displayed only in the Madurai District Legal Services Authority notice board and official e-court Madurai website as mentioned above on 22.07.2022.
- ❖ The applicants shall submit their application directly to the Office of the District Legal Services Authority, Madurai (or) by post addressed to the following address on or Before 20.07.2022 at 5.45 PM.

**The Chairman/Principal District Judge,
District Legal Services Authority,
ADR Building, District Court Campus,
Madurai.**

- ❖ Applicants applying for two or more posts shall submit separate applications for each posts.


Chairman/Principal District Judge (FAC)
District Legal Services Authority,
Madurai.


12/7/22

Application for post of

- Chief Legal Aid Defense Counsel
- (or)
- Deputy Chief Legal Aid Defense Counsel
- (or)
- Assistant Legal Aid Defense Counsel

Passport size
Photo to be
affixed

(Select any of the above mentioned post)

S.No	Particulars	Details
1.	Name of the Advocate	
2.	Name of the Father /Husband	
3.	Date of Birth	
4.	Residential Address	
	Office Address	
5.	Enrolment No. and Date (Certificate to be attached)	
6.	Mobile No (WhatsApp)	
	Email:	
7.	Number of years in Criminal Side	
8.	Place and Court of Practice	
9.	Professional Experience Certificate (issued by the recognized Bar)	
10.	Are you involved in any Crl.case/Bar Counsel proceedings	
11.	Other information if any including Legal Aid Work	
12.	Number of Criminal Trials handled (Attach relevant Docs)	

Signature of the Advocate with date

Application for post of

- Office Assistants/Clerks
- (or)
- Receptionist cum Data Entry Operator (Typist)
- (or)
- Office Peon (Munshi/Attendant)

Passport size
Photo to be
affixed

(Select any of the above mentioned post)

S.No	Particulars	Details
1.	Name of the Applicant	
2.	Name of the Father/Husband	
3.	Date of Birth	
4.	Gender	
5.	Educational Qualification	
6.	Technical Qualification	
7.	Driving License	
8.	Permanent Address	
9.	Address for Communication	
10.	Details of the Certificate enclosed	
11.	Mobile No. (WhatsApp)	
	Email ID:	

Signature of the Applicant with date