



KERALA STATE LEGAL SERVICES AUTHORITY

Tele/ Fax: 2396717, Email: kelsakerala@gmail.com, Website:
www.kelsa.nic.in Niyama Sahaya Bhavan, High Court Compound, Ernakulam,
Kochi – 682031

No. 3/LADCS/2023

Date: 15.03.2023

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS FULL TIME SUPPORTING STAFF IN LEGAL AID DEFENSE COUNSEL SYSTEM (LADCS) OFFICE IN ALL DISTRICTS OF KERALA

The State Legal Services Authority, established under the Legal Services Authorities Act, 1987 with mandate to provide free and competent legal services to the underprivileged and disadvantaged sections of the society to ensure that opportunities for securing justice are not denied to any citizen by reason of economic or other disabilities and to secure that the operation of the legal system promotes justice on a basis of equal opportunity to all. Please visit our website www.kelsa.nic.in for full details.

Realising the need to ponder over the reforms required in the Legal Aid Movement of India a new model of Legal Services Delivery, the '**Legal Aid Defense Counsel System**' (LADCS), in line with public defender system, is introduced by NALSA. As envisaged, LADCS involve full time engagement of lawyers with support system, dealing exclusively with legal aid work in criminal matters at every stage starting from the pre-arrest, arrest & remand stage to the conclusion of trials and appeals etc. It will enhance the availability and accessibility of Legal Aid in a timely manner and help in creating a mechanism to provide qualitative and competent legal services in a professional manner to underprivileged and disadvantaged section of the society.

KeLSA under the aegis of NALSA (www.nalsa.gov.in) established office of LADCS in the 14 Districts of Kerala. Each Legal Aid Defense Counsel Office will have a supporting system which consists of one or two Office Assistant, a Receptionist/Data Entry Operator, an Office Attendant/Peon.



Qualification for Office Assistant/ Clerks:

- Educational Qualification: Graduation,
- 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.

Qualification for Receptionist-cum-Data Entry Operator

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

Qualification for Office Attendant/Peon

- 10th Std passed.

Age limit

For regular applicants age shall not be more than 35 years as on 28.02.2023. Employees retired from judicial ministerial service can also apply, in whose case age shall not be more than 60 years as on 28.02.2023.

Work Profile**Office Assistant**

- Keeping updated record of legal aided cases,
- Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,
- Typing applications, petitions, appeals etc
- Doing ministerial work related to cases such as filing applications for copies of orders, judgement etc.,
- Any other task assigned by the Chief Legal Aid Defense Counsel
- Any work/duty assigned by Legal Services Authority,
- All duties assigned to Receptionist cum data entry operator.

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 & other platforms and updating the information from time to time,
- Any work/duty assigned by Legal Services Authority.

Office peon (Munshi/Attendant)

- General work of MTS, Munshi or Peon,
- 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, misc. work etc.
- Any other work assigned by Legal Services Authority.

Rate of Remuneration as prescribed by NALSA for Class-A towns (Thiruvananthapuram, Ernakulam, Kozhikkode)

Office Assistant	Rs.24,000/-
Receptionist/Data Entry Operator	Rs.19,000/-
Office Attendant/Peon	Rs.14,000/-

Rate of Remuneration for Class-B towns (Thrissur, Kollam and Kannur)

Office assistant	Rs.19,000/-
Receptionist/data entry operator	Rs.16,000/-
Office attendant/peon	Rs.12,000/-

Rate of Remuneration for Class-C towns (Pathanamthitta, Alappuzha, Kottayam, Idukki, Palakkad, Malappuram, Wayanad, Kasaragod)

Office assistant	Rs.15,000/-
Receptionist/data entry operator	Rs.14,000/-
Office attendant/peon	Rs.12,000/-



Vacancy position

Sl. No	District	Office Assistant	Receptionist/ Data Entry Operator	Office Attendant/ Peon	District /HQ
1	Thiruvananthapuram	2	1	1	HQ
2	Kollam	2	1	1	HQ
3	Pathanamthitta	1	1	1	District
4	Kottayam	1	1	1	District
5	Alappuzha	1	1	1	District
6	Ernakulam	2	0	1	District
7	Idukki	1	1	1	HQ
8	Thrissur	1	1	1	HQ
9	Palakkad	1	1	1	HQ
10	Malappuram	1	1	1	HQ
11	Kozhikkode	2	1	1	HQ
12	Wayanad	1	1	1	District
13	Kannur	1	1	1	HQ
14	Kasaragod	1	1	1	District
	Total	18	13	14	

The Scheme of engagement, Legal Aid Defense Counsel (Modified) Scheme 2022) along with application form may be downloaded from the official website of KeLSA, www.kelsa.nic.in and also from Notice board of DLSA concerned. The duly filled application form along with self- attested copies of documents may be submitted to concerned DLSA, wherein the candidate desires to apply through speed post or in an envelope personally in the office of the Secretary, DLSA on or before **30.03.2023 at 05.00 P.M.** Any application received after due date shall not be considered.



Note: Engagement will be on contract basis for a period of 2 years and applying for above posts does not create any right/ assurance whatsoever

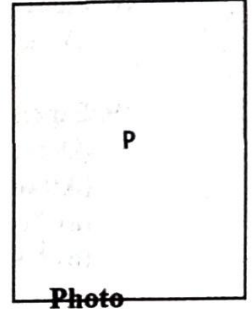
Member Secretary
 Kerala State Legal Services Authority
 DISTRICT JUDGE & MEMBER SECRETARY
 Kerala State Legal Services Authority
 High Court Compound Kochi-682031

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS
FULL TIME SUPPORTING STAFF IN
LEGAL AID DEFENSE COUNSEL SYSTEM

STATE _____

DISTRICT _____

Application No. _____
(For Office use)



APPLICATION FOR OFFICE ASSISTANT,RECEPTIONIST CUM DATA ENTRY
OPERATOR,OFFICE ATTENDANT/PEON

(Applicants shall submit separate application for each post and the name of post shall be mentioned at the top of the Application)

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 28-02-2023) :
5. Gender :
6. Residential Address :
7. Telephone no. :
8. Mobile No. :
9. E-mail ID :
10. PAN No. :
11. AADHAR No. :
12. Educational Qualification:
(Please enclose self-attested
copies of documents)

Signature

Name