

DISTRICT LEGAL SERVICES AUTHORITY, KANNIYAKUMARI at NAGERCOIL

**NOTIFICATION**

ADVERTISEMENT FOR RECRUITMENT TO FILL UP THE VACANCIES IN THE VARIOUS POSTS IN THE UNIT OF THE DISTRICT LEGAL SERVICES AUTHORITY, KANNIYAKUMARI AT NAGERCOIL AND IN THE SERVICES OF THE TAMIL NADU STATE LEGAL SERVICES AUTHORITY with reference to the letter of the Tamil Nadu State Legal Services Authority, Chennai in TNSLSA.No.6743/E/2017 dated:23.10.2017.

Roc.No.01/2018

Dated:06.01.2018

1. Applications for the following posts in the Services of the Tamil Nadu State Legal Services Authority and in the unit of the District Legal Services Authority, Kanniyakumari at Nagercoil are invited and the eligible candidates, having the under mentioned eligible criteria for the posts concerned, may apply for respective posts in the prescribed format along with copies of the testimonials and certificates duly **Self attested** by the applicant. The model copy of the covering letter & application form and instructions of the Tamil Nadu State Legal Services Authority, Chennai for applying the following posts are also enclosed along with advertisement. For each and every post separate application have to be submitted. All applications should be sent by post only.

2. Details of the posts, Educational Qualification, number of vacancies and the respective roster turns are noted below:-

I. For the post of **Junior Administrative Assistant:-**

1.	Post	Junior Administrative Assistant
2.	Scale of Pay	19500-62000
3.	Educational Qualification	Minimum Educational Qualification must pass 10+2/HSC
4.	Number of Vacancies	2 Posts (Two Posts)
5.	Roster Turns	Backward Class – 1 Post General Turn – 1 Post

II. For the post of **Junior Administrative Assistant(Computer Operator)**:

1.	Post	Junior Administrative Assistant (Computer Operator)
2.	Scale of Pay	19500-62000
3.	Educational Qualification	Minimum Educational Qualification must pass 10+2/HSC along with a Certificate Course in Computer Course in Computer on Office Automation/ Diploma in Computer Applications.
4.	Number of Vacancies	1 Posts (One Post)
5.	Roster Turns	Scheduled Caste – 1 Post

III. For the post of **Office Assistant:-**

1.	Post	Office Assistant
2.	Scale of Pay	15700-50000
3.	Educational Qualification	Minimum Educational Qualification must pass in VIII Standard (Preference will be given to the persons having valid Light Motor Vehicle (LMV) driving license)
4.	Number of Vacancies	2 Posts (Two Posts)
5.	Roster Turns	Most Backward Class – 1 Post General Turn – 1 Post

3. **Age as on 01.07.2017:-** The minimum age for all categories is completion of 18 years as on 01.07.2017 and the maximum age limit for Scheduled Caste and Scheduled Tribe is 35, for Most Backward Classes and Backward Classes is 32 and for Open Category is 30 as on 01.07.2017.

4. The self addressed postal cover with stamp for Rs.50/- to be enclosed alongwith all the applications without fail.

5. The self attested copies of following documents/ Certificates to be enclosed alongwith the application.

a)	Proof for date of Birth and Age	Birth Certificate/ VIII/SSLC/HSC Certificate
b)	Proof of Community	Community Certificate issued by Competent Authority.
c)	Proof of Educational Qualification	VIII/SSLC/HSC/Diploma Certificate
d)	Proof for Technical Skills	Certificates issued by the Institutes/ Driving License
e)	Proof of Employment Registration Number and Date	Copy of Employment Registration card.
f)	Proof of Permanent Address	Ration Card/ Voter ID/ Aadhar Card/ Passport

6. The rule of Reservation (Statewide) will be followed for the total post of every category. The Member Secretary of the Tamil Nadu State Legal Services Authority, Chennai may transfer any of the staff members of this Authority across the state on Administrative exigency.

7. **Last Date:-** Application with pass-port size photo to be affixed in prominent place and with all requisite enclosures should reach the office of the Chairman/ District Judge, District Legal Services Authority, Kanniyakumari at Nagercoil on or before 22.01.2018 at 5.30 P.M.

8. The applications received after 22.01.2018 at 5.30 P.M or not duly filled (or) without enclosures as required, will be summarily rejected.

9. The applicants are hereby informed that mere submission of application to any of the posts does not render any right to claim an appointment to that post.

10. The Member Secretary, Tamil Nadu State Legal Services Authority is empowered to cancel (or) postpone the process or recruitment/ appointment without any notice.

11. The applicants are strictly instructed to follow the instructions issued by the Tamil Nadu State Legal Services Authority, Chennai which is also enclosed alongwith this advertisement. Failure in following the instructions will lead to the rejection of the application.

Place: Nagercoil  
Date:06.01.2018

Sd/- XXXXXXXXX  
Chairman/ District Judge,  
District Legal Services Authority,  
Kanniyakumari at Nagercoil

Enclosures:-

1. Model form of Covering letter to send application form.
2. Copy of application form and instructions to the applicant issued by the Tamil Nadu State Legal Services Authority, Chennai to recruit the abovesaid posts.

Copy submitted to:-

The Member Secretary, Tamil Nadu State Legal Services Authority, Chennai.

Copy to:-

1. The Notice Board, District Court, Nagercoil.
2. The Notice Board, District Legal Services Authority, Nagercoil.
3. The Notice Board, Taluk Legal Services Committees in Kanniyakumari District.
4. The System Analyst, District Court, Nagercoil  
(for uploading in the official website of Kanniyakumari District Judiciary)
5. File.

### INSTRUCTIONS TO APPLICANTS

1.	The applicants are instructed to fill the applications, preferably in their own hand writing by using Black/Blue Ball Pens (or) by Computer typed.
2.	The applicants should specifically mention the post for which the application is submitted.
3.	Separate applications to be submitted for each post.
4.	A self addressed postal cover with stamp for Rs.50/- to be enclosed alongwith all the applications without fail.
5.	The minimum age for all categories is completion of 18 years as on 01.07.2017.
6.	The maximum age limit for Schedule Caste and Schedule Tribe is 35, for Most Backward Classes and Backward Classes is 32, and for Open Category is 30 as on 01.07.2017.
7.	The Minimum Educational Qualification prescribed for the post of Office Assistant is a pass in VIII Standard. Preference will be given to the persons having valid LMV driving License.
8.	The minimum Educational Qualification prescribed for the post of Junior Administrative Assistant is a pass in 10+2/HSC.
9.	The minimum Educational Qualification prescribed for the post of Junior Administrative Assistant (Computer Operator) is a pass in 10+2/HSC alongwith a certificates course in Computer on Office Automation/ Diploma in Computer Applications.
10.	The self attested copies of following documents/ certificates to be enclosed alongwith the application.

a)	Proof for date of Birth and Age	Birth Certificate/ VIII/SSLC/HSC Certificate
b)	Proof of Community	Community Certificate issued by Competent Authority.
c)	Proof of Educational Qualification	VIII/SSLC/HSC/Degree/Diploma Certificate
d)	Proof for Technical Skills	Certificates issued by the Institutes/ Driving License
e)	Proof of Employment Registration Number and Date	Copy of Employment Registration card.
f)	Proof of Permanent Address	Ration Card/ Voter ID/ Aadhar Card/ Passport

11.	The rule of Reservation (State wide) will be followed for the total post of every category. The Member Secretary for this Authority may transfer any of the Staff Members of this Authority across the State on Administrative exigency.
12.	The duly filled in applications should reach the office of the District Judge/Chairman, District Legal Services Authority, Kanniyakumari at Nagercoil on or before 22.01.2018 at 5.30 P.M.
13.	The applications received after 22.01.2018 at 5.30 P.M (or) not duly filled (or) without required enclosures will be rejected summarily.
14.	The applicants are hereby informed that mere submission of application to any of the post does not render any right to claim an appointment to that post.
15.	The Member Secretary, Tamil Nadu State Legal Services Authority is empowered to cancel (or) postpone the process or recruitment/ appointment without any notice.

Sd/- XXXXXXXXX  
Chairman/ District Judge,  
District Legal Services Authority,  
Kanniyakumari at Nagercoil

From

To

Chairman/ District Judge,  
District Legal Services Authority,  
Kanniyakumari at Nagercoil

Respected Sir,

Sub:	District Legal Services Authority, Kanniyakumari at Nagercoil – Recruitment – Application for the post of Junior Administrative Assistant/ Junior Administrative Assistant (Computer Operator)/ Office Assitant – Submitted – Regarding.
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I am herewith enclosing my application for the post of Junior Administrative Assistant/ Junior Administrative Assistant (Computer Operator)/Office Assistant in the prescribed proforma with self attested copies of Documents/ Certificates.

I may be given an opportunity to serve in the Legal Services Institutions.

Thanking You

Place :

Yours Faithfully,

Date :

Recent  
Passport size  
photo to be  
affixed

Application for the post of -----

Name :  
Father Name :  
Date of Birth :  
(Certificate to be enclosed)  
Age (as on 01.07.2017) :  
Sex :  
Nationality :  
Religion :  
Community and Caste :  
(Certificate to be enclosed)

### EDUCATIONAL QUALIFICATIONS

(Certificates to be enclosed)

Sl. No.	Name of the Institutions	Course	Year

Technical Skills (if any) :  
(Proof to be enclosed)  
Employment Registration Number and :  
Date(Proof to be enclosed)  
Language Known :  
Permanent Address :  
(Proof to be enclosed)  
Criminal Cases (if any) :  
Contact No. :  
e-mail I.D (if any) :  
List of documents/ : 1)  
Certificates enclosed 2)  
3)

I, ----- S/o, D/o, C/o ----- do  
hereby declare the details furnished above are true to the best of my knowledge  
and belief.

Yours Faithfully

Place :  
Date :

Signature of the Applicant