

**Recruitment Notification**  
**Department of Social Welfare and Women Empowerment**

**Recruitment of Legal Officer in Commissionerate of Social Welfare**

The post of Legal Officer to be filled on consolidated pay by the commissionerate of Social Welfare on contract basis through the selection committee. Applications are invited from eligible candidates for the above mentioned post.

The application form, education qualification, age and other details are given in the website [www.middaymeal.tn.gov.in](http://www.middaymeal.tn.gov.in)

Eligible Candidates can apply for the above said post in the prescribed application form along with a pass-port size photograph which is to be sent to the following address.

The Commissioner,  
Commissionerate of Social Welfare,  
Kamarajar Road,  
Lady Willingdon college campus,  
Chennai – 05.

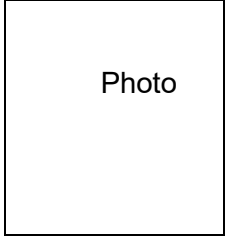
The deadline for submission of application through post is from 05.10.2023 to 20.10.2023. The applications should reach this office within the stipulated date. The appointment will be purely on merit and experience basis. The discretion of the selection committee will be final in this regard.

Sd/-V.Amuthavalli  
Commissioner of Social Welfare

## Application for the Post of Legal Officer

Office of the Commissionerate of Social Welfare, Kamarajar Road,  
Lady Willindon College Campus, Chennai-05.

1. Name of the Applicant :
2. Date of Birth :
3. Age :
4. Date of Retirement :  
(if retired Govt.Official)
5. Designation at the time of :  
retirement  
(if retired Govt.Official)
6. Educational Qualification :
7. Working Experience :
8. Computer Knowledge :
9. Extracurricular activities :
10. Contact No. With email.id :



Station:

Date:

Signature of the Applicant

## POSITION AND QUALIFICATION

### LEGAL OFFICER

- Applicants should be well versed with drafting and filing of counter affidavits with computer knowledge and also attend the court work.
- A sum of Rs.40,000/- (Rupees Forty Thousand only) will be paid as consolidated pay per month on contract basis.

### ELIGIBILITY

- 1) Educational Qualification: Graduation with B.L.
- 2) Age: 25 to 62 Years.
- 3) The Government Officials Who retired from Government Service should not below the cadre of Assistant Director.
- 4) Office Timing: 10 am to 6.00 pm (if necessary attend late hours without any additional remuneration)
- 5) Duties and responsibilities of the post of Legal Officer:
  - a) To deal all the Court Cases pertaining to the Commissionerate of Social Welfare and Secretary to Government of Social Welfare and Women Empowerment Department.
  - b) Follow up of the Writ petitions / W.A. /S.L.P filed against Commissioner of Social Welfare and Secretary to Government, Social Welfare and Women Empowerment Department.
  - c) Preparation and filing of counter affidavit for all the cases and follow up till judgment received.
  - d) Follow up cases pertaining to Social Welfare Department in the District Collectorate (NMP Sections) / O/o DSWOs and DPOs.
  - e) To meet the Honbl'e High courts Law officers like AG, AAG, State G.P, SPP, etc.,

f) To guide to send the reports to Government and to attend the Court Case related meeting.

6) Other Qualifications:

a) Should be well versed with drafting and filing of Counter Affidavits, Writ Appeals, Review Applications and Special Leave Petitions.

b) Proper Computer Knowledge.

c) Minimum 10 Years of Court Work Experience before the Honb'le High Court of Madras.

Sd/-V.Amuthavalli  
Commissioner of Social Welfare