

Annexure B
Qualification, Work Profile and Honorarium

Qualification and Work Profile

Sr. No. 1 Chief Legal Aid Defense Counsel

Qualification:

1. Practice in Criminal law for at least 10 years,
2. Excellent oral and written communication skills,
3. Excellent understanding of criminal law,
4. Thorough understanding of ethical duties of a defence counsel,
5. Ability to work effectively and efficiently with others capability to lead,
6. Must have handled 30 criminal trials in Sessions Courts, foresaid condition of handling of 30 criminal cases can be relaxed in appropriate circumstances,
7. Knowledge of computer system, preferable,
8. Quality to lead the team with capacity to manage the office.

Work Profile

- Conducting trials and appeals and bail matters in courts along with deputy chief & assistant legal Aid Defense Counsels,
- Assigning duties to deputy legal Aid Defense Counsels in the office,
- Assigning duties of Assistant legal Aid Defence Counsel for assisting him and Deputy Chief legal Aid Defense Counsel and for other work including legal research,
- Ensure proper legal research, planning effective defence 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 incharge of administration the office of Legal Aid Defense Counsel Office.
- Ensure quality of legal aid,
- Consultation and ensuring updation of the case progress to the client and his/her relative(s),
- Any work/duty assigned by Legal Services Authority.

Sr. No. 2 Deputy Chief Legal Aid Defense Counsel

Qualification:

1. Practice in Criminal law for at least 7 years
2. Excellent understanding of criminal law,
3. Excellent oral and written communication skills
4. Skill in legal research,
5. Thorough understanding of ethical duties of defence counsel,
6. Ability to work effectively and efficiently with others,
7. Must have handled at least 20 criminal trials in Sessions Courts may be relaxed in exceptional circumstances, by Hon'ble Executive Chairman, HALSA,
8. IT Knowledge with proficiency in work.

Work Profile

- Conducting trials/appeals/Remand work/Bail applications/visits to prisons etc., 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.
- All or any of the work of the Chief defence Counsel as per assignment,
- Any work/duty assigned by Legal Services Authority.

Sr. No. 3

Assistant Legal Aid Defense Counsel

Qualification:

1. Practice in criminal law from 0 to 3 years.
2. Good oral and written communication skills.
3. Thorough understanding of ethical duties of defence counsel.
4. Ability to work effectively and efficiently with others.
5. Excellent writing and research skills.
6. IT Knowledge with high proficiency in work.

Work Profile

- Filing of cases, conducting trials in Magistrate trial cases,
- Remand/bail and other miscellaneous work,
- legal research in legal aided cases,
- Visits to Prison and Legal aid Clinics as per directions,
- 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 defence 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,

Sr. No. 4

Office Assistant

Qualification:

1. Educational Qualification: Graduation,
2. Basic word processing skills and the ability to operate computer and skills to feed data,
3. Good Typing speed with proper setting of petition,
4. Ability to take dictation and prepare files for presentation in the Courts,
5. File maintenance and processing knowledge.

Work Profile

- 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.

Sr. No. 5 Receptionist-cum-Data Entry Operator

Qualification:

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

Work Profile

- 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.

Sr. No. 6 Office Peon

Work Profile

- 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.

Honorarium of LADCS staff as per category

Segregation of Districts as per NALSA guidelines is as under:

Class-A Towns	Faridabad (1)
Class-B Towns	Ambala, Bhiwani, Kurukshetra,, Kaithal, Karnal, Sonapat, Jind, Sirsa, Hissar, Rohtak, Jhajjar, Palwal, Yamuna Nagar, Rewari (14)
Class-C Towns	Narnaul, Mewat, Fatehabad (3)

Honorarium payable

Human Resources	Class-A	Class-B	Class-C
Chief Legal Aid Defense Counsel	90,000	80,000	70,000
Deputy Chief Legal Aid Defense Counsel	70,000	60,000	50,000
Assistant Legal Aid Defense Counsel	45,000	35,000	30,000
Assistant Receptionist-cum-Data entry operator Peon	Honorarium will be paid as per provisions of Minimum Wages Act/HRKNL Nigam rates as per NALSA modified LADCS Scheme		