

OFFICE OF CHIEF JUDICIAL MAGISTRATE-CUM-SECRETARY
DISTRICT LEGAL SERVICES AUTHORITY, FATEHABAD
(Helpline No. 01667-231174 Email ID: dlsafatehabad@gmail.com)

To

The learned Member Secretary,
Haryana State Legal Services Authority,
Institutional Plot No. 9, Sector-14,
Panchkula

No. 1815

Dated 09/06/2025

Subject: Regarding uploading advertisement on Official Website

Respected Sir,

Please find enclosed herewith a copy of the advertisement inviting applications for the post of One Chief Legal Aid Defence Counsel and One Assistant Legal Aid Defense Counsel under the Legal Aid Defense Counsel Scheme in the District Legal Services Authority, Fatehabad. Your goodself is humbly requested to direct the concerned official to upload the said advertisement on the official website of HSLSA, so that it is accessible to the general public and eligible candidates. This is for your kind information and necessary action in the matter.

Thanking you.

(Gayatri)
CJM-cum-Secretary,
District Legal Services Authority,
Fatehabad
05/06/2025

No. 1816

Dated 09/06/2025

Copy forwarded to Learned District & Session Judge-cum-Chairman, District Legal Services Authority, Fatehabad, for your kind information, please.

(Gayatri)
CJM-cum-Secretary,
District Legal Services Authority,
Fatehabad
05/06/2025

**OFFICE OF CHIEF JUDICIAL MAGISTRATE-CUM-
SECRETARY, DISTRICT LEGAL SERVICES
AUTHORITY, FATEHABAD
ADVERTISEMENT**

Applications are invited for the following posts in the office of District Legal Services Authority, Fatehabad, under the Legal Aid Defence Counsel Scheme.

Sr. No.	Name of Post	No. of posts
1.	Chief Legal Aid Defence Counsel	01
2.	Assistant Legal Aid Defence Counsel	01

For detailed notification, advertisement, eligibility conditions, application format, number of posts, qualification, experience, age, honorarium and LADC Scheme etc., please visit official website of District Courts Fatehabad i.e. <https://fatehabad.dcourts.gov.in>

- The application form, duly filled and signed, along with self-attested copies of all relevant documents, must reach in the office of the District Legal Services Authority, Fatehabad, latest by **07.07.2025** upto 5:00 p.m. or before due date (by hand or through registered post only). Applications received after the due date and time shall not be considered

Sd/- Chief Judicial Magistrate-cum-Secretary,
District Legal Services Authority,
Fatehabad.

मुख्य न्यायिक दंडाधिकारी सह- सचिव कार्यालय, जिला विधिक सेवाएं प्राधिकरण, फतेहाबाद

विज्ञापन

जिला विधिक सेवाएं प्राधिकरण, फतेहाबाद में लीगल एंड डिफेंस काउंसल योजना के अनुसार कार्यालय के लिए निम्नलिखित पदों के लिए आवेदन आमंत्रित किए जाते हैं।

क्रमांक	पद का नाम	पदों की संख्या
1.	मुख्य लीगल एंड डिफेंस काउंसल	01
2.	सहायक लीगल एंड डिफेंस काउंसल	01

उपरोक्त पदों के लिए विस्तृत विज्ञापन, लीगल एंड डिफेंस काउंसल योजना, आवेदन प्रपत्र, पदों की संख्या, योग्यताएं, अनुभव, मानदेय, आयु आदि के लिए कृपया जिला न्यायालय, फतेहाबाद की आधिकारिक वेबसाइट अर्थात <https://fatehabad.dcourts.gov.in> देखें।

आवेदन पत्र विधिवत भरा हुआ तथा अपेक्षित दस्तावेजों के साथ जिला विधिक सेवाएं प्राधिकरण, फतेहाबाद कार्यालय में 07.07.2025 शाम 05:00 बजे तक या पहले (केवल व्यक्तिगत रूप से या पंजीकृत डाक के माध्यम से) पहुंच जाना चाहिए। निर्धारित तिथि एवं समय के बाद प्राप्त आवेदनों पर विचार नहीं किया जाएगा।

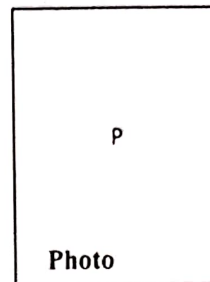
मुख्य न्यायिक दंडाधिकारी सह- सचिव,
जिला विधिक सेवाएं प्राधिकरण,
फतेहाबाद

**APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER IN LEGAL AID
DEFENSE COUNSEL SYSTEM**

STATE _____

DISTRICT _____

Application No. _____
(For Office use)



APPLICATION FOR CHIEF/DEPUTY/ASSISTANT LEGAL AID DEFENSE COUNSEL

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-08-2022) :
5. Gender :
6. Residential Address :

7. Office Address :

8. Chamber Address (if any) :

9. Telephone no. (O) :
10. Telephone No. (R) :
11. Mobile No. :
12. Fax No. :
13. E-mail ID :
14. PAN No. :
15. AADHAR No. :
16. Educational Qualification (Please enclose self-attested copies of documents):

Course	Name of Board/ University	Year of Passing	Obtained Percentage (aggregate)
Graduation			
Professional Degree LLB			
LLM			
Any other (if any)			

17. Date of Enrollment as Lawyer:

18. Enrollment No. :

(Attach self-attested copy of enrollment certificate issued by Bar Council)

19. Experience in Bar :

(Duration of actual practice)

(Attach an experience certificate issued by the Bar Association/Council)

(a) Total no. of cases handled:

(b) Nature of cases handled :

(Attach extra sheet, if required)

(c) Specialization, if any :

(The details of a few important cases, the Applicants have dealt with/handled and reported

judgement if any.)

20. Whether empanelled as Central/State Government or
Government undertaking counsel/pleader :
(Indicate period& attach documents)

21. The Courts where the Applicant is
regularly practising :
(Enclose Bar Association Membership Certificate)

22. Specify whether earlier remained on the
panel of HCLSC/DLSA or TLSC :
(Indicate period, number of legal aid cases handled & result)
(attach documents)

23. Whether any disciplinary case/Complaint is/was
against the Applicant with any Bar Council : YES NO
(If yes, specify details of both disposed & pending with documents)

24. List of the documents to be attached.
1. Self-Attested copy of Certificates in support of educational qualifications.
 2. Self-Attested copy of Certificate in Enrollment issued by the Bar Council under the Advocates Act, 1961.
 3. Self-Attested copy of Photo Identity Card, Address Proof.
 4. Self-Attested copy of ITR for last 3 years (if available).
 5. Photo copies of judgments in 5 Sessions cases, represented as Defense lawyer, (for the post of Chief/Deputy Legal Aid Defense Counsel).
 6. Photocopies of at least 5 cross examinations in Sessions cases (for Chief/Deputy Legal Aid Defense Counsel).

(Signature)

DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature is liable to be cancelled. I have read and understood the instructions and terms of the engagement and agrees to abide by those. I declare that I fulfil the eligibility conditions for the category to which I am seeking engagement. I declare that I have never been penalised by any Bar Council in any Disciplinary Proceedings. I also undertake to maintain absolute integrity and discipline as required thereunder. I agree with the remuneration structure and all the terms and conditions notified by SLSA/DLSA concerned.

(Signature)

Place: _____

Date: _____

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 25 criminal trials in Sessions Courts.
7. Knowledge of computer system, preferable.
8. Quality to lead the team with capacity to manage the office.

** Reasonable relaxations in qualifications qua handling of criminal trials shall be approved in appropriate cases (appropriate candidates) by the Hon'ble Executive Chairperson, HALSA in addition to already approved relaxations i.e. handling of 25 criminal trials in Sessions Courts for Chief Legal Aid Defence Counsel*

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 15 criminal trials in Sessions Courts
8. IT Knowledge with proficiency in work.

Reasonable relaxations in qualifications qua handling of criminal trials shall also be approved in appropriate cases (appropriate candidates) by the Hon'ble Executive Chairperson, HALSA in addition to already approved relaxations i.e. **15 criminal trials in Sessions Courts for Deputy Legal Aid Defence Counsels*

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 Defence 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,

Honorarium of LADCS staff as per category

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

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)