

**OFFICE OF CHIEF JUDICIAL MAGISTRATE-
CUM-SECRETARY, DISTRICT LEGAL
SERVICES AUTHORITY, ROOM NO. 17,
FIRST FLOOR, DISTRICT COURT COMPLEX,
CHARKHI DADRI**

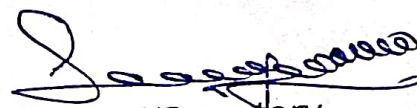
ADVERTISEMENT

Advt./DLSA/CKD/01/2025

Applications are invited for ONE (01) post of Chief Legal Aid Defence Counsel, TWO (02) posts of Deputy Legal Aid Defence Counsel and TWO (02) posts of Assistant Legal Aid Defence Counsel for establishment of Legal Aid Defence Counsel Office, District Legal Services Authority, Charkhi Dadri.

For detailed advertisement, Application Proforma, number of posts, qualifications, experience, honorarium, etc. for the aforesaid posts, please visit official website of Haryana State Legal Services Authority, Panchkula i.e. <https://hslsa.gov.in>

Application Form duly filled along with requisite documents must reach in the office of Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, Charkhi Dadri latest by 05.09.2025 (before 5:00 p.m.) either by hand or through post.


CJM/Secretary,
District Legal
Services Authority,
Charkhi Dadri



DISTRICT LEGAL SERVICES AUTHORITY, **CHARKHI DADRI**

No. 1290 Dlsa/ckd/01/2025

Dated: 19.08.2025

Notice inviting applications for engagement as full time legal aid lawyers in Legal Aid Defence Counsel's Offices as Chief Legal Aid Defence Counsel, Deputy Legal Aid Defence Counsel and Assistant Legal Aid Defence Counsel in District Legal Services Authority, Charkhi Dadri.

The applications are invited from eligible lawyers having requisite qualifications for **Contractual full time engagement** for the posts of Chief Legal Aid Counsel, Deputy Legal Aid Defence Counsel and Assistant Legal Aid Defence Counsel as per Legal Aid Defence Counsel Scheme in DLSA, Charkhi Dadri:

| Sr. No | Name of District | Engagement As | No. of persons to be engaged |
|--------|------------------|-------------------------------------|------------------------------|
| 1 | Charkhi Dadri | Chief Legal Aid Defence Counsel | 1 |
| | | Deputy Legal Aid Defence Counsel | 2 |
| | | Assistant Legal Aid Defence Counsel | 2 |

The qualification, work profile and honorarium payable for different posts is annexed as **Annexure A**. The lawyers selected shall not be allowed to take any other private cases or any other retainership. The engagement of lawyers as well as office staff shall be for a period of 2 years (extendable year to year based on the performance).

The duly filled applications form (**Annexure B**) alongwith self-attested copies of documents be submitted through registered-post or in person latest by 05.09.2025 before 5:00 p.m. in the office of Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, Charkhi Dadri either by hand or through post.

Any incomplete or application form received after due date shall not be entertained. Merely applying for the engagement doesn't create any right or assurance in favour of the candidates.

CJM/Secretary, District
Legal Services Authority,
Charkhi Dadri.

For any other query please visit the office of Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, At Room No. 17, Court Complex, Charkhi Dadri or call 01250-223890.

Annexure A
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 (relaxation upto 5 cases as approved by HALSA)
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.

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 (relaxation upto 5 cases as approved by 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.

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,

Monthly fixed honorarium of LADCS staff as per category

Honorarium payable

| Human Resources | AMOUNT IN RS. |
|--|----------------------|
| Chief Legal Aid Defense Counsel | 70,000/- |
| Deputy Chief Legal Aid Defense Counsel | 50,000/- |
| Assistant Legal Aid Defense Counsel | 30,000/- |

APPLICATION FORM FOR ENGAGEMENT AS FULL TIME CHIEF/DEPUTY/
ASSISTANT LEGAL AID DEFENSE COUNSELS

OFFICE OF DISTRICT LEGAL SERVICES AUTHORITY, CHARKHI DADRI
ROOM NO. 17, COURT COMPLEX, CHARKHI DADRI
(01250-223890)

Application No. _____ Date of receipt _____
(For Office use ONLY)

PLEASE MENTION NAME OF THE POST APPLIED: _____
(Separate form for each post Chief or Deputy or Assistant Legal Aid Defence Counsel)

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-08-2025) :
5. Gender :
6. Residential Address :

SELF
ATTESTED
PHOTO

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 DLSA or SDLSC
(Indicate period, number of legal aid cases handled & result)
(attach documents)

23. Whether any disciplinary case/Complaint is/was : YES NO
against the Applicant with any Bar Council :
(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. Photocopies of judgments in **25 criminal trials only** in Session Courts, represented as Defense lawyer, **(for the post of Chief Legal Aid Defense Counsel)**.
6. Photocopies of judgments in **15 criminal trials only** in Session Courts, represented as Defense lawyer, **(for the post of Deputy Legal Aid Defense Counsel)**.
7. Photocopies of at least **5 cross examinations in criminal trials only** in Session Courts **(for Chief/Deputy Legal Aid Defense Counsel)**.

Note:- (criminal appeal/ criminal revision petition/bail matters/family court matters/appeal order/MACT Cases will not be accepted as criminal trial)

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 there under. I agree with the remuneration structure and all the terms and conditions of the scheme.

Place: _____

Date: _____

(Signature of the candidate)