

ADVERTISEMENT OF RECRUITMENT ON CONTRACT BASIS

Office Address: - Room No.18, Civil Court Senior Division, Opp. Office of the Food & Civil Supplies, Tokarkhada, Silvassa-396230

As per direction of National Legal Services Authority, New Delhi and Dadra and Nagar Haveli State Legal Services Authority, District Legal Services Authority, D&NH hereby invite application from eligible candidates for the following post on purely **contract basis for a period of 2 years**.

Sr. No.	Name of Post	No. Required
1	Chief Legal Aid Defense Counsel	01
3	Assistant Legal Aid Defense Counsel	01

a) Qualifications for Chief Legal Aid Defense Counsel:

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

b) Qualification for Assistant Legal Aid Defense Counsel:

- ❖ Practice in criminal law from 0 to 3 years.
- ❖ Good oral and written communication skills.
- ❖ Thorough understanding of ethical duties of defense counsel.
- ❖ Ability to work effectively and efficiently with others.
- ❖ Excellent writing and research skills.
- ❖ IT Knowledge with high proficiency in work.

NOTE: Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances with the approval of the Executive Chairman SLSA.

3. Work Profiles:

a) Chief Legal Aid Defense Counsel

- Conducting trials and appeals and bail matters in courts along with Assistant Legal Aid Defense Counsels,
- Assigning duties of Assistant Legal Aid Defense Counsel for assisting him 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 in charge of the administration of 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.

b) Assistant Legal Aid Defense Counsel.

- 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 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,

4. Honorarium (Retainership fee):

Class - B Towns			
	DLSA	Chief Legal Aid Counsel	Assistant Legal Aid Counsel
1	D&NH	80,000	35,000

5. Termination of Services:

Services of any Legal Aid Defense Counsel engaged in the office of Legal Aid Defense Counsel can be terminated at any time without any prior notice in the following cases by the Chairman, DLSA on the recommendation of the Secretary DLSA or on directions by SLSA in writing:

- i. He/she substantially breaches any duty or service required in the office, or
- ii. Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or his friend or relative, or
- iii. Charged or Convicted for any offence by any court of law, or
- iv. Indulges in any type of political activities, or
- v. Found incapable of rendering professional services of the required standards, or
- vi. Failure to attend training programmes without any sufficient cause, or
- vii. Indulges in activities prejudicial to the working of Legal Aid Defense Counsel Office, or
- viii. Using his/her position in Legal Aid Defense Counsel Office to secure unwarranted privileges or advantages for him/herself or others, or
- ix. Acts in breach of code of ethics, or
- x. Remains absent without leave for more than two weeks, or
- xi. If services are found unsatisfactory during the six monthly performance review by the SLSA or DLSA.

6. Code of Ethics:

Personnel engaged in the office of Legal Aid Defense Counsel shall observe the following code of ethics:

- i. No person shall act in any matter in which he/she has a direct or indirect personal or financial interest.
- ii. No personnel shall willfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during the fulfillment of his/her official duties and which is not available to members of the general public.
- iii. No personnel within the office of Legal Aid Defense Counsel shall make use of his/her office or employment for the purpose of promoting or advertising any outside activity.
- iv. No personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.
- v. No personnel within the office of Legal Aid Defense Counsel shall solicit, agree to accept or accept, whether directly or indirectly, any gift, favour, service, or other things of value under circumstances from which it might be reasonably inferred that such gift, service, or other things of value was given or offered for the purpose of influencing him/her in, or rewarding him/her for, the discharge of his/her official duties.
- vi. Legal Aid Defense Counsel shall devote his/her full time to his/her duties for the office of Legal Aid Defense Counsel and shall not engage in the private practice of law during the term of employment.
- vii. Every Personnel of the office of Legal Aid Defense Counsel shall strive to preserve the public's confidence in the office's fair and impartial execution of its duties and responsibilities.
- viii. Legal Aid Defense Counsel shall also follow the code of ethics prescribed by Bar Council of India for lawyers.

7. Entitlement to Leave:

- Chief Legal Aid Defense Counsel shall be eligible for 15 days' leave in a calendar year on pro-rata basis.
- Assistant Counsel Legal Aid Defense Counsel shall be eligible for 12 days' leave in a calendar year on pro-rata basis.

- No remuneration for the period of absence in excess of the admissible leave will be paid to the human resource of Legal Aid Defense Counsel Office.
- Un-availed leave shall neither be carried forward to next year nor encashed.

8. General Instructions:

1. No person shall be eligible for appointment for aforesaid posts:
 - i. If he/she is not a citizen of India;
 - ii. If he/she is <https://dadraandnagarhaveli.nalsa.gov.in/recruitments/> compulsorily retired, removed or dismissed from Judicial Service or from service in Government or Statutory or Local Authority or failed to complete probation period in Judicial Service on any post, or in Government or Statutory or Local Authority; or
 - iii. If he/she has been convicted for an offence involving moral turpitude. or, he/she is or has been permanently debarred or disqualified by the High Court or the Union Public Service Commission or any State Public Service Commission for appearing for examination or selection conducted by it; or
 - iv. If he/she directly or indirectly influences the 'Selection Committee' by any means for his/her candidature.
 - v. If he is a man, he has more than one wife living and if a woman has married a man already having another wife; or
2. The Candidate shall not be eligible to apply for the post more than one at a time. In such case, his/her application will be considered only for the highest post for which he/she will be found eligible.
3. The candidates shall along with the applications send self-attested copies of the following certificates/documents :-
 - i. Showing he/she is a citizen of India
 - ii. Showing his/her standing as legal practitioner in court
 - iii. A copy of the mark list and Degree Certificate of LLB Examination.
 - iv. A copy of Sanad issued by Bar Council.
 - v. Self-Attested copy of ITR for last 3 years (if available)
 - vi. Photocopies of judgments in 5 Sessions cases, represented as Defense lawyer, (for the post of Chief Legal Aid Defense Counsel).
 - vii. Photocopies of at least 5 cross-examinations in Sessions cases (for Chief Legal Aid Defense Counsel)

- viii. The candidate shall produce original documents and Certificates for verification at the time of Viva-voce. Non production of any of the above documents may result in disqualifications and the decision of the selection committee in this regard is final.
4. For the purpose of shortlisting the candidates, DNH State Legal Services Authority may hold screening test/interview/viva-voce. The Number of Candidates shall be called for the Interviews, maintaining the ratio, as may be fixed by the DNH State Legal Services Authority.
 5. The candidates will have to appear for screening test/interview/viva-voce at their own cost and shall not be entitled to claim travelling allowance or any expenses from the office of the DNH State Legal Services Authority.
 6. The selected candidate will not be appointed unless he or she is found to be of good character and is in all respects suitable for appointment to the service.
 7. The decision of the DNH State Legal Services Authority to the eligibility or otherwise of a candidate for admission to the screening test/ Interview/viva-voce shall be final.
 8. Period of practice will be counted from date of enrollment till date of advertisement.
 9. The candidate may be download application form from the official website of DNH SLSA (<https://dadraandnagarhaveli.nalsa.gov.in/recruitments/>), and District Court ecourt website (<https://silvassa.dcourts.gov.in/notice-category/recruitments/>). The duly filled application form along with self-attested copies of documents may be submitted to DLSA, DNH, Silvassa through speed post or in an envelope personally in the office of the Secretary, DLSA on within **10 days from the date of Publication of Advertisement**. Any application received after the due date shall not be considered.
 10. The application containing incomplete/incorrect information shall be liable to be rejected. If any of the particulars furnished be found to be false to the knowledge of the Committee, he/she will not be allowed to participate in the selection process, and if appointed,

will be liable to be dismissed. The willful suppression of any material fact will be treated similarly.

11. The selection will be made strictly on merit on the basis of the marks secured by the candidates in the screening test/ Interview/ Viva-voce and on the basis of performance of the candidates in the Pre-Personal Interview Assessment.
12. **At the time of appointment, the selected candidates will have to give an undertaking that for a period of two years from the date on which he/she is appointed, he/she will not practice in any Court of Law except the matters assigned under the Legal Aid Defense Counsel System.**
13. Success in the screening test/interview/ viva-voce examinations shall confer no right of appointment upon the candidate and unless the Maharashtra State Legal Services Authority is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment, he or she will not be appointed to the post.
14. Success in the examinations/viva voce and resultant selection shall confer no right of appointment to the candidate and unless the Selection Committee, in consultation with the Maharashtra State Legal Services Authority, is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment, he/she will not be appointed to the post.
15. The DNH State Legal Services Authority reserves the right to adopt appropriate method of short listing the candidates at any stage

Note: In case of any case of any discrepancy, please refer to approved scheme by NALSA.

By Order

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Chairperson,
District Legal Services Authority,
Dadra and Nagar Haveli,
Silvassa