



DELHI STATE LEGAL SERVICES AUTHORITY

(Constituted Under the 'Legal Services Authorities Act, 1987', an Act of Parliament)

Under the Administrative Control of High Court of Delhi

Central Office, Patiala House Courts Complex, New Delhi - 110001

Ph. : 23071625, Fax : 23387267, Email : dlsa-phc@nic.in



Ref.: File No. 002/DSLSA/LAW/Defense Counsel System/2019/10263 Date: 18th November, 2019

NOTICE

Online applications are invited by this Authority in prescribed format from eligible candidates for Legal Aid Defense Counsel on retainer basis in South West District, Dwarka Courts, New Delhi. The requirement is as follows:-

| SN | Designation | Requirements |
|----|--|--------------|
| 1 | Chief Legal Aid Defense Counsel | 01 |
| 2 | Deputy Chief Legal Aid Defense Counsel | 02 |
| 3 | Assistant Legal Aid Defense Counsel | 02 |

A. INSTRUCTIONS:-

Please read the following instructions carefully before submitting application form:-

- A. Online Application Form is available on the website of DLSA i.e. www.dlsa.org. The same shall be filled online only.
- B. Hard copy of the application shall not be entertained.
- C. Already empanelled Advocates in DLSA or DLSAs shall not apply, except those Advocates whose term is going to expire by **31st December, 2019**.
- D. Only those candidates who fulfil the eligibility criteria may apply for empanelment.
- E. Please mention your contact number and e-mail address properly.
- F. Candidate must give all required particulars in the application form else the application would be rejected.
- G. The applications shall be accepted **w.e.f. 10th December, 2019 till 25th December, 2019 upto 05.00 pm.**
- H. No application would be entertained after the last date.
- I. In case, the applicant does not get a confirmation e-mail regarding successful submission of application form within 48 hours, he/she may contact us on advocateempanelment@gmail.com .

B. ELIGIBILITY CRITERIA:-

1) Qualification for Chief Legal Aid Defense Counsel:

- ❖ Practice in Criminal Law for at least 10 years in Sessions courts.
- ❖ Excellent oral and written communication skills.
- ❖ Excellent understanding of criminal law.
- ❖ Thorough understanding of ethical duties of a defence counsel.
- ❖ Ability to work effectively and efficiently with others.
- ❖ Must have handled at least 50 criminal trials including appeals in Sessions Courts.

2) Qualifications for Deputy Chief Legal Aid Defense Counsel:

- ❖ Practice in Criminal law for at least 7 years.
- ❖ Excellent understanding of criminal law.
- ❖ Excellent oral and written communication skills.
- ❖ Skill in legal research.
- ❖ Thorough understanding of ethical duties of defence counsel.
- ❖ Ability to work effectively and efficiently with others.
- ❖ Must have handled at least 25 criminal trials including appeals in Sessions Court.

3) Qualifications 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 defence counsel
- ❖ Ability to work effectively and efficiently with others.
- ❖ Excellent writing and research skills.

C. SELECTION PROCEDURE: -

1. No candidate shall be called for interview unless he/she satisfies the eligibility conditions, during the scrutiny of the Application forms.
2. Merely fulfilling the eligibility criteria will not confer any right on a candidate to be called for interview or selection.
3. Depending upon the applications received and the requirement of DLSA, the Authority reserves the right to short list the candidates to be called for the Interview.
4. A candidate shall fill only one application clearly specifying the panel preferred. All applications of the Candidate applying for more than one Panel shall be liable to be rejected.
5. Shortlisted candidates will be informed through e-mail about the date, time and venue of Interview.

6. Candidate shall bring their original LL.B. Degree, Enrolment & Experience Certificate (issued from Bar Counsel / Association) along with self attested copies of their documents at the time of verification.
7. Interview Board will take into consideration that the candidate who shall be appearing in the interview for empanelment as Legal Aid Defense Counsel shall be assessed on criteria like personality/ eligibility, legal knowledge/ legal aptitude, commitment/ spirit to work in the field of legal aid, regularity/ availability in the High Court & District Courts.
8. Empanelment result will be displayed on the website of DSLSA i.e. www.dslsa.org.

D. HONORARIUM FOR LEGAL AID DEFENSE COUNSELS:-

Legal Aid Defense Counsel shall be paid honorarium as per following schedule;

| SN | Designation | Honorarium |
|----|-------------------------------------|----------------------|
| 1 | Chief Legal Aid Defense Counsel | ₹ 75,000/- per month |
| 2 | Deputy Chief Legal Aid Counsel | ₹ 60,000/- per month |
| 3 | Assistant Legal Aid Defense Counsel | ₹ 40,000/- per month |

E. WORK PROFILES:

(a) Chief Legal Aid Defense Counsel:

- Conducting Session trials and appeals and bail matters in Sessions court along with deputy chief legal Aid Defense Counsel.
- Assigning duties of Deputy Chief Legal Aid Defense Counsel in Sessions courts.
- Assigning duties of Assistant legal Aid Defence Counsel for assisting him and Deputy Chief legal Aid Defense Counsel and for 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 administration the office of Legal Aid Defense Counsel Office.
- Ensure quality of legal aid.
- Any work/duty assigned by Legal Services Authority

(b) Deputy Chief Legal Aid Defense Counsel:

- Conducting Session trials and appeals as assigned by Chief Legal Aid Defense Counsel.
- Conducting trials, appeals and bail matters in Sessions Courts.
- Filing and arguing appeals and bail applications in Sessions 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.
- Any work/duty assigned by Legal Services Authority.

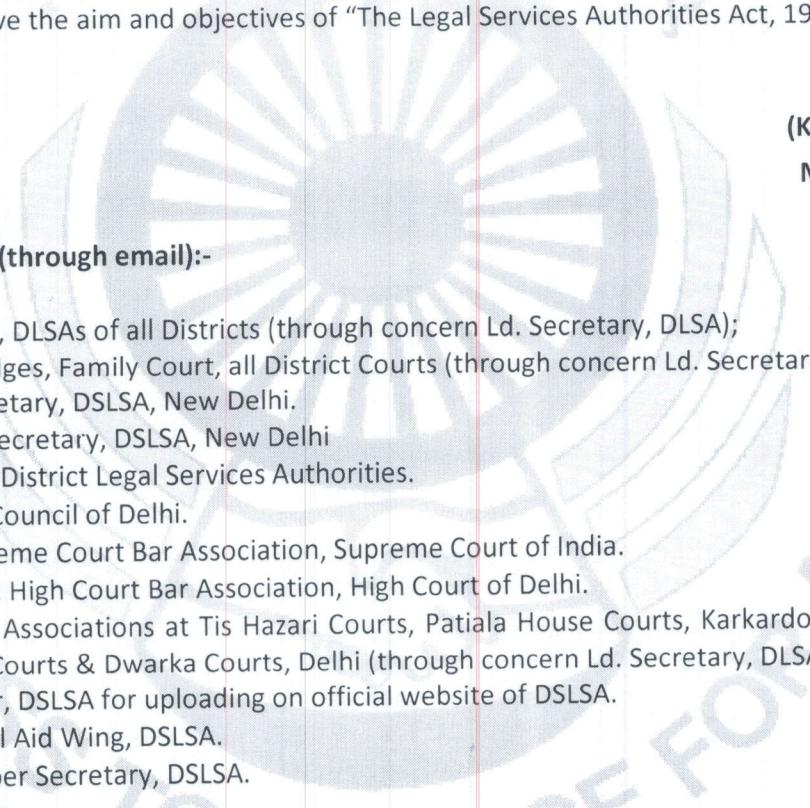
(c) Assistant Legal Aid Defense Counsel.

- Conducting legal research in legal aided cases.
- Assisting Chief Legal Aid Defense Counsel and Deputy Legal Aid Defense Counsel in conduct of legal aided cases.
- Assist in developing a defense 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.

TERMS AND CONDITIONS FOR EMPANELMENT:-

1. Legal Aid Defense Counsels shall be on panel of DSLSA on full time (retainer) basis and they shall not accept any private briefs/cases.
2. Panel of Legal Aid Defense Counsels shall be for a period of **06 (Six) months** commencing from the date of nomination, subject to review of performance/work done by each Legal Services Advocate appointed.
3. It will be mandatory for Legal Aid Defense Counsels to attend the training programmes and refresher courses organized by Delhi State Legal Services Authority (DSLSA) from time to time including the orientation programme to enable empanelled lawyers to handle legal aid work, as well as training to upgrade skills in various aspects of trial practice, such as the art of cross examination. Absence from such training programmes and courses, without prior permission would be a ground for removal from Panel.
4. In order to ensure that there is effective check on the legal services being rendered, the Legal Aid Defense Counsels on the panel must submit case wise progress every three months or from time to time as directed by DSLSA. Non submission of the same would entail removal from the panel.

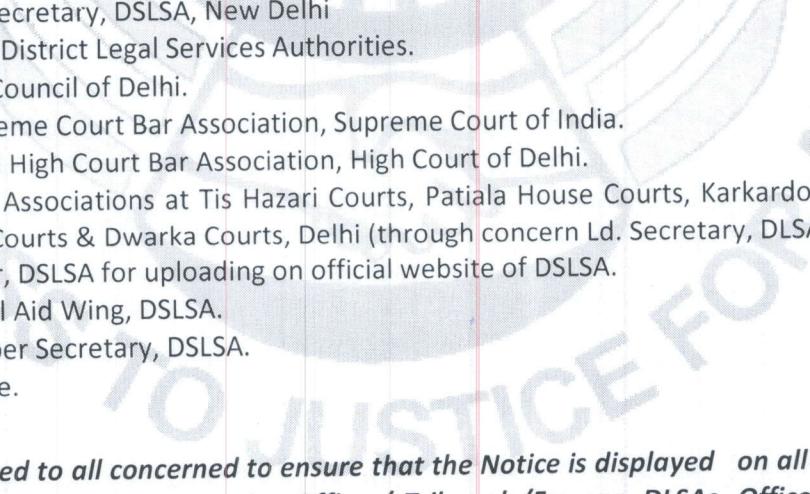
5. The Authority reserves the right to avail the services of empanelled advocates to perform duties in Legal Services Clinics, Outreach programmes, and Observation Homes etc. and for any other activities/awareness programmes including presence in the functions to be organised by the Authority.
6. **Removal from Panel:-** If performance of the panel Advocate is found unsatisfactory or the Advocate is found to be guilty of charging or collecting or demanding any remuneration from an aided person in any form or he/she contravenes the Scheme of the Act, Rules and the Regulations, he/she can be removed from the panel and shall also be liable for action for Professional Misconduct as per Regulation 7 of the Delhi State Legal Services Authority Regulations, 2002 as well as provisions of the Advocates Act, 1961 or any other rules or regulation applicable.
7. The Authority reserves its rights to enlarge the scope of the duty of the legal service counsels in order to achieve the aim and objectives of "The Legal Services Authorities Act, 1987".


(Kanwal Jeet Arora)
Member Secretary

Copy Forwarded to (through email):-

1. Ld. Chairperson, DLSAs of all Districts (through concern Ld. Secretary, DLSA);
2. Ld. Principal Judges, Family Court, all District Courts (through concern Ld. Secretary, DLSA);
3. Ld. Special Secretary, DLSA, New Delhi.
4. Ld. Additional Secretary, DLSA, New Delhi
5. Ld. Secretaries, District Legal Services Authorities.
6. Chairman, Bar Council of Delhi.
7. President, Supreme Court Bar Association, Supreme Court of India.
8. President, Delhi High Court Bar Association, High Court of Delhi.
9. President, Bar Associations at Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Saket Courts, Rohini Courts & Dwarka Courts, Delhi (through concern Ld. Secretary, DLSA);
10. Sr. Programmer, DLSA for uploading on official website of DLSA.
11. In-Charge, Legal Aid Wing, DLSA.
12. PS to Ld. Member Secretary, DLSA.
13. Office Order File.
14. Notice Board.

NOTE: It is requested to all concerned to ensure that the Notice is displayed on all the Notice-Boards of the District Court Complex, respective Offices/ Tribunals/Forums, DLSAs, Office of Bar Council of Delhi and All Bar Associations in all District Courts.


(Kanwal Jeet Arora)
Member Secretary