OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, NEW CIVIL COURTS CAMPUS, GAJAPATI, AT PARALAKHEMUNDI

ADVERTISEMENT NO. 01/2026

dated the 20th February, 2026

INVITING APPLICATIONS FOR ENGAGEMENT OF CHIEF/ DEPUTY/ ASSISTANT LEGAL AID DEFENSE COUNSEL FOR THE DISTRICT HEAD QUARTER, GAJAPATI, AT PARALAKHEMUNDI.

Date of invitation of application : **20th February, 2026**
Last date of receipt of application : **02st March, 2026 (by 5.00 PM)**

Applications are invited in prescribed format from the eligible lawyers having requisite qualifications for **Contract Basis engagement for a period of Two years** for the post of **Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel, Assistant Legal Aid Defense Counsel** as per the scheme in Gajapati District. **The Lawyers so engaged therein will not be allowed to take any other private cases or any other retainership.**

Number of human resources required for the LADCS in Gajapati District alongwith the honorarium (Retainership fee) is mentioned below:-

Sl.	Name of the Post	No. of Counsel engaged in LADCS of Gajapati	Monthly Honorarium
1	**Chief Legal Aid Defense Counsel**	**01 no.**	**₹70,000/-**
2	**Deputy Chief Legal Aid Defense Counsel**	**01 no.**	**₹50,000/-**
3	**Assistant Legal Aid Defense Counsel**	**01 no.**	**₹30,000/-**

The Scheme of engaged alongwith applications form may be downloaded from the Gajapati District Court's website **https://districts.ecourts.gov.in/gajapati** and it is also available in the notice boards of DLSA, Gajapati and District Court, Gajapati. The duly filled application form alongwith self attested copies of required documents may be submitted to the **Office of the District Legal Services Authority, Gajapati, New Civil Courts campus, Gajapati,** wherein the candidate desires to apply through speed post or in an envelope personally in the office of the DLSA, Gajapati **on or before 02nd March, 2026 by 05.00 PM.** Any application received after due date shall not be considered.

Note: Applying for engagement does not create any right/ assurance whatsoever.
The entire Scheme of Legal Aid Defense Counsel-2022 is attached herewith for ready reference.

Dated 19th February, 2026

sd/-
District Judge-cum-Chairman,
DLSA, Gajapati, Paralakhemundi.

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Memo No. 342 Dated. 20.02.2026

Copy to the Notice Board, DLSA/ District Court/ District Bar association necessary for publication.

Copy to the System Assistant, District Court, Gajapati for information and requested to publish the same in the District Court's website for its wide publication.

Copy to the President/ Secretary, Bar Associations, Paralakhemundi/ R.Udayagiri/Mohana/ Kashinagar for information and requested to circulate amongst the member for its wide publication.

Copy submitted to the Tahasildar, Paralakhemundi for information and requested to publish the same in the office notice board for its wide publication.

Copy submitted to the Registrar, Civil Courts, Gajapati for information and necessary action.

Copy submitted to the Collector, Gajapati at Paralakhemundi for favour of kind information and requested to publish the same in the Collectorate notice board for its wide publication.

Sd/-
Secretary, DLSA,
Gajapati, Paralakhemundi.

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APPLICATION FOR THE ENGAGEMNT OF CHIEF/DEPUTY/ASSISTANT LEGAL AID DEFENSE COUNSEL FOR THE OFFICE OF D.L.S.A., GAJAPATI, PARALAKHEMUNDI

*STATE*_____
*DISTRICT*_____
*APPLICATION NUMBER*_____
(For office use)

Affix Self attested Passport size photo

Application for the post of :_____

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age :
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)			

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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 few important cases,
The applicants have dealt with/handled
and reported judgment, 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 practicing

(Enclose Bar Association Membership Certificate)

22. Specify whether earlier remained on 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 documents to be attached:

- Self attested copy of certificate in support of education qualification.
- Self attested copy of certificate in enrollment issued by the Bar council under the Advocate Act, 1961
- Self attested copy of Photo Identity Card, Address Proof
- Self attested copy of ITR for last 3 years (if available).
- Photo copies of judgments in 5 sessions cases, represented as Defense lawyer, (for the post of Chief/ Deputy Chief Legal Aid Defense Counsel).
- Photocopies of at least 5 cross examinations in Sessions cases (for Chief/ Deputy Chief Legal Aid Defense Counsel).

NB: Applications to be submitted to the office of the Chairman, District Legal Services Authority, Gajapati at Paralakhemundi.

Signature of the applicant.

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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:_____

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5. SCOPE OF WORK:

Legal Aid Defense Counsel Office shall be dealing exclusively with legal aided matters in criminal matters of the District or HQ, wherein it is established. It shall be providing legal services from the early stages of criminal justice till appellate stage, and the same shall include visits to jails from catering to the legal needs of unrepresented inmates. Initially it shall not be dealing with all type of civil matters and cases of complainant, wherein present counsel assignment system (Panel Lawyers) will continue to be operational. The following end to end legal services shall be provided through the Legal Aid Defense Counsel office.

- Legal Advice and Assistance to all individuals visiting the office.
- Representation/Conducting trial and appeals including all miscellaneous work in all criminal courts such as Sessions, Special and Magistrate Courts including executive courts.
- Handling Remand and Bail work.
- Providing legal assistance at pre-arrest stage as per need and also in accordance with NALSA's scheme for providing such assistance.
- Any other legal aided work related to District Courts or as assigned by the Secretary DLSA.
- Periodic visit of Prisons of the district under the guidance of the Secretary, DLSA.

6. WORK PROFILES :

A) CHIEF LEGAL AID DEFENSE COUNSEL

- 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 Defense Counsel for assisting him and Deputy Chief legal Aid Defense Counsel and for other work including legal research,
- Ensure proper legal research, planning effective defense 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,
- Consultation and ensuring updation of the case progress to the client and his/her relative(s),
- Any work/duty assigned by Legal Services Authority.

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B) DEPUTY CHIEF LEGAL AID DEFENSE COUNSEL.

- 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 defense Counsel as per assignment.
- Any work/duty assigned by Legal Services Authority.

C) 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 and Deputy Legal Aid Defense Counsel in conduct of legal aided cases,
- Assisting 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.

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2. QUALIFICATIONS :

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 is preferable.
- Quality to lead the team with capacity to manage the office.

b) 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 defense counsel.
- Ability to work effectively and efficiently with others.
- Must have handled at least 20 criminal trials in Sessions Courts, may be relaxed in exceptional circumstances, by Hon'ble executive Chairman, SLSA.
- IT Knowledge with proficiency in work.

c) 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 after the approval of the Executive Chairman SLSA.

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7. CODE OF ETHICS:

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

- No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
- 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.
- 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.
- No personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner..
- 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 thing of value under circumstances from which it might be reasonably inferred that such gift, service, or other thing 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.
- 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 private practice of law during the term of employment.
- 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.
- Legal Aid Defense Counsel shall also follow the code of ethics prescribed by Bar Council of India for lawyers.

8. ENTITLEMENT TO LEAVE:

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

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9. TERMINATION OF SERVICES:

Services of any human resource including 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 recommendation of the Secretary DLSA or on the 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. Uses 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.

10. LAST DATE FOR RECEIPT OF APPLICATION:

The filled in applications in all respect along with the required documents must reach the Office of the **District Legal Services Authority, Civil Court Campus, Gajapati on or before 5.00 P.M. on 02-03-2026** either by Post or Personally to the Office during the office hour on each working day. No application shall be entertained, which will be received after last date and time.

N.B.: 1. The envelope containing the application shall reflect the category of post applied for in capital letter.

2. Non compliance of any of the requirement mentioned in the advertisement or any defective or incomplete application shall entail rejection of the application out rightly.

Applying for engagement does not create any right/assurance whatsoever.

Sd/-

Chairman, DLSA, Gajapati

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3. LIST OF DOCUMENTS TO BE ATTACHED ALONG WITH APPLICATION FORM:

The applications complete in all respects accompanied with:

1) Self attested copy of certificate of Enrolment issued by the Bar Council under the Advocates Act, 1961.
2) Self attested copy of photo identity card issued by Bar Council of Odisha/any other Registered Bar Association.
3) Self attested copy of at least 30 Criminal Judgments (Sessions Cases) conducted by the applicant for the post of Chief Legal Aid Defense Counsel.
4) Self attested copy of at least 20 Criminal Judgments (Sessions Cases) conducted by the applicant for the post of Deputy Chief Legal Aid Defense Counsel.
5) Self attested photocopy of Computer Knowledge certificate, if any, for the post of Chief Legal Aid Defense Counsel.
6) Self attested photocopy of IT knowledge with proficiency in work if any, for the post of Deputy Chief and Asst. Legal Aid Defense Counsel.
7) Two self attested recent Passport size photographis.
8) Self attested copy of ITR for last three years if any.

4. SELECTION PROCEDURE:

A fair, transparent and competitive selection process shall be adopted by DLSA, Gajapati under guidance of OSLSA. Legal Aid Defense Counsels shall be engaged on contract basis at Paralakhemundi headquarter for a period of two years with a stipulation of extension on yearly basis on satisfactory performance. The performance of each legal aid defense counsel shall be assessed in every six months by SLSA in consultation with DLSA concerned. Selection of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsels, Assistant Legal Aid Defense Counsels will be purely based on merit, taking into account the knowledge, skills, practice and experience of candidates. The Selection shall be carried out by the selection committee under the Chairmanship of the Principal District & Sessions Judge, Gajapati (Chairman, DLSA) as envisaged in NALSA (Free and Competent Legal Services) Regulations 2010, subject to final approval by the Executive Chairman, OSLSA. After approval by the Executive Chairman, OSLSA, engagement contract will be executed between the Secretary DLSA and the person so engaged.

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