



**OFFICE OF THE
DISTRICT LEGAL SERVICES AUTHORITY
SOUTH TRIPURA : BELONIA
District Court Complex, Belonia.**

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No.F.1A(67)/DLSA/SOUTH/BLN/ESTT/LADCS/23/

May 11, 2023.

ADVERTISEMENT NO.- 01 OF 2023.

Applications are invited from interested eligible persons in the prescribed application form for filling up the following posts in the office of Legal Aid Defense Counsel Suystem purely on contractual basis for a period of 2 years with a stipulation of extension on yearly basis subject to satisfactory performance under the establishment of the District Legal Services Authority, South Tripura, Belonia. The details of the post are as follows:

Human Resources for a Legal Aid Defense Counsel Office			
S.L No.		No. required	Honorarium per month
1.	Chief Legal Aid Defense Counsel	01	Rs. 80,000/-
2.	Deputy Chief Legal Aid Defense Counsel	01	Rs. 60,000/-
3.	Assistant Legal Aid Defense Counsel	01	Rs. 35,000/-
4.	Office Assistants/ Clerks	02	Rs. 15,000/- each
5.	Receptionist-cum-Data Entry Operator (Typist)	01	Rs. 15,000/-
6.	Office peon (Munshi/ Attendant)	01	Rs. 10,000/-

(A) CHIEF LEGAL AID DEFENSE COUNSEL

Name of the Post	:	CHIEF LEGAL AID DEFENSE COUNSEL
No. of Post	:	01 (One)
Qualification	:	(i) Practice in Criminal law for at least 10 years, (ii) Excellent oral and written communication skills, (iii) Excellent understanding of criminal law, (iv) Thorough understanding of ethical duties of a defense counsel, (v) Ability to work effectively and efficiently with others with capability to lead, (vi) Must have handled at least 30 criminal trials in Sessions Courts, aforesaid condition of handling 30 criminal cases can be relaxed in appropriate circumstances, (vii) Knowledge of computer system is preferable. (viii) Quality to lead the team with capacity to manage the office.
Monthly Honorarium	:	Rs. 80,000/-
Works Profiles	:	(i) Conducting trials and appeals and bail matters in courts along with deputy chief & assistant Legal Aid Defense Counsels,

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	:	<ul style="list-style-type: none"> (ii) Assigning duties to Deputy Legal Aid Defense Counsels in the office, (iii) 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, (iv) Ensure proper legal research, planning effective defence strategy and thorough preparation in each and every legal aided case, (v) Ensure maintenance of complete files of legal aid seekers, (vi) Ensure proper documentation with regard to legal aid assistance provided, ensure maintenance of up-to-date record of legal aided cases, (vii) Will be overall in charge of administration of the office of Legal Aid Defense Counsel Office. (viii) Ensure quality legal aid, (ix) Consultation and ensuring updation of the case progress to the client and his/her relative(s), (ix) Any work/duty assigned by Legal Services Authority.
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(B) DEPUTY CHIEF LEGAL AID DEFENSE COUNSEL

Name of the Post	:	DEPUTY CHIEF LEGAL AID DEFENSE COUNSEL
No. of Post		01 (One)
Qualification	:	<ul style="list-style-type: none"> (i) Practice in Criminal law for at least 7 years, (ii) Excellent understanding of criminal law, (iii) Excellent oral and written communication skills, (iv) Skill in legal research, (v) Thorough understanding of ethical duties of defense counsel, (vi) Ability to work effectively and efficiently with others, (vii) Must have handled at least 20 criminal trials in Sessions Courts, may be relaxed in exceptional circumstances, by Hon'ble executive Chariman, SLSA (viii) IT Knowledge with proficiency in work.
Monthly Honorarium	:	Rs. 60,000/-
Works Profiles	:	<ul style="list-style-type: none"> (i) Conducting trials/appeals/ Remand work/Bail applications/ visits to prisons etc., as assigned by Chief Legal Aid Defense Counsels. (ii) Filing and arguing appeals and bail applications in Courts. (iii) Maintaining complete case files. (iv) Doing legal research in legal aided cases and guiding assistant Legal Aid Defense Counsel and law students attached with the office in legal research. (v) Proper client interviews at various stages for quality research work and representation at remand, trial and appellate stage. (vi) All or any of the work of the Chief Defense Counsel as per assignment, (vii) Any work/duty assigned by Legal Services Authority.

(C) ASSISTANT LEGAL AID DEFENSE COUNSEL

Name of the Post	:	ASSISTANT LEGAL AID DEFENSE COUNSEL
No. of Post	:	01 (One)
Qualification	:	(i) Practice in criminal law from 0 to 3 years. (ii) Good oral and written communication skills. (iii) Thorough understanding of ethical duties of defense counsel (iv) Ability to work effectively and efficiently with others. (v) Excellent writing and research skills. (vi) IT Knowledge with high proficiency in work.
Monthly Honorarium	:	Rs. 35,000/-
Works Profiles	:	(i) Filing of cases, conducting trials in Magistrate trial cases, (ii) Remand/bail and other miscellaneous work, (iii) legal research in legal aided cases, (iv) Visits to Prison and Legal Aid Clinics as per directions, (v) Providing assistance at pre-arrest stage to suspects, (vi) Assisting Chief Legal Aid Defense Counsel and Deputy Legal Aid, Defense Counsel(s) in conduct of legal aid cases, (vii) 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, (viii) Visiting location/area of alleged crime, having discussions with family members etc, for effective and meaningful input of defense strategy, (ix) Handling queries of legal aid seekers, (x) Updating legal aid seekers about the progress of their cases, (xi) Assisting in maintaining complete files of legal aided cases (xii) Handling legal queries relating to criminal matters on telephone (xiii) Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel, (xiv) Any work/duty assigned by Legal Services Authority,

F) OFFICE ASSISTANT

Name of the Post	:	OFFICE ASSISTANT
No. of Post	:	02 (two)
Qualification	:	(i) Education Qualification: Graduation. (ii) Basic word processing skills and the ability to operate computer and skills to feed data, (iii) Good Typing speed with proper setting of petition, (iv) Ability to take dictation and prepare files for presentation in the Courts, (v) File maintenance and processing knowledge.

Monthly Honorarium	:	Rs. 15,000/-
Works Profiles	:	<ul style="list-style-type: none"> (i) Keeping updated record of legal aided cases, (ii) Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions, (iii) Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner, (iv) Typing applications, petitions, appeals etc., (v) Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc., (vi) Any other task assigned by the Chief Legal Aid Defense Counsel, (vii) Any work/duty assigned by Legal Services Authority. (viii) All duties assigned to Receptionist cum data entry operator.

E) RECEPTIONIST-CUM-DATA ENTRY OPERATOR

Name of the Post	:	RECEPTIONIST-CUM-DATA ENTRY OPERATOR
No. of Post	:	01 (one)
Qualification	:	<ul style="list-style-type: none"> (i) Education Qualification: Graduation. (ii) Excellent verbal and written communication skills, (iii) Word and data processing abilities, (iv) The ability to work telecommunication systems (telephones, fax machines, switchboards etc). (v) Proficiency with good typing speed.
Monthly Honorarium	:	Rs. 15,000/-
Works Profiles	:	<ul style="list-style-type: none"> (i) Greeting clients and visitors and answering visitor inquiries. (ii) Answering and routing incoming calls on a multi-line telephone system, (iii) Scheduling and routing legal aid seekers, (iv) Maintaining the waiting area, lobby or other office areas, (v) Scanning, photocopy, faxing, (vi) Collecting and routing mail and hand-delivered packages, (vii) Answering face-to-face enquiries and providing information when required, (viii) Uploading, at the initial point, legal aided cases on NALSA portal and other platforms and updating the information from time to time. (ix) Any work/duty assigned by Legal Services Authority.

(F) OFFICE PEON

Name of the Post	:	OFFICE PEON
No. of Post	:	01 (One)
Age limit	:	Should not be less than 18 years of age
Qualification	:	(i) Education qualification -Class -VIII passed. (ii) Must have possessed good moral character which should be certified by two respectable persons having no blood relation with him or by his school or college.
Monthly Honorarium	:	Rs. 10,000/-
Works Profiles	:	(i) General work of MTS, Munshi or Peon (ii) Cleaning the office before the commencement of office hours, (iii) Ensuring that all places in the office are kept clean, (iv) Bringing and serving water, beverages to the visitors in the office, (v) Carrying dak, misc. work etc. (vi) Any other work assigned by Legal Services Authority.

GENERAL INFORMATION

1. Candidate who fulfil the prescribe qualification as mentioned above against each post **as on 01.05.2023** should apply giving full particulars (Bio-data) as per proforma enclosed supported by copies of all the relevant certificates and documents and a passport size photograph to be affixed on the application, all dully self attested. Candidates who do not fulfil the prescribed qualifications and other eligibility conditions need not apply.
2. The District Legal Services Authority, South Tripura, Belonia reserves the right to cancel/restrict/enlarge/modify/ after the selection process, if needed, without issuing any notice.
3. The application must be submitted in closed envelop superscribing thereon the particulars of post applied for, to the undersigned **on or before 04:30 p.m of 20.05.2023**. Application reaching after the due date shall not be considered, even though the same are posted well in advance and shall be summarily rejected
4. A candidate furnishing incorrect or false particulars or suppression of material information will be disqualified and if appointed, shall be liable for dismissal from service forthwith.
5. The eligible candidates for the post of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel and Assistant Legal Aid Defence Counsel will have to appear for **interview tentatively** schedule to be held on **23.05.23**.
6. The eligible candidates for the post of Office Assistant/Clerks and Receptionist-cum-Data Entry Operator (Typist) will have to appear for **Walk-in-Interview** and type test **tentatively** schedule to be held on **26.05.23 & 27.05.2023**.
7. The eligible candidates for the post of Office Peon will have to appear in the interview **tentatively** schedule to be held on **24.05.2023**.

8. The eligible candidates for all the posts will be communicated through their email/whatsapp/mobile phone and in no other mode.

9. The candidate are to report to the Office of the District Legal Services Authority, South Tripura, Belonia at **10.00 a.m** on the respective dates of interview/type test etc.

10. The Modified Scheme 2022 of Legal Aid Defence Counsel along with necessary qualifications and other terms and conditions for the above mentioned posts and the Applications Form may be downloaded from the official website of the District & Sessions Judge Court, South Tripura, Belonia (<https://southtripura.dcourts.gov.in/notice-category/recruitments>) and also from the Notice Board of DLSA, South Tripura, Belonia.

11. No TA/DA will be admissible for appearing in any of the aforesaid interview.

12. 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. Changed 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 ny sufficient cause,
- 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 unwarrented privileges or advantages for him/herself of ethics, 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.

13. Code of Ethics:

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

- i) No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
- ii) No personnel shall wilfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during the fulfilment 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 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.
- 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 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.

14. Entitlement to Leave:

- a) Chief Legal Aid Defense Counsel and Deputy Legal Aid Defense shall be eligible for 15 day's leave in a calendar year on pro-rata basis.
- b) 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.
- c) 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 not encashed.

(A. Pandey)
Chairman
District Legal Services Authority
South Tripura, Belonia.

APPLICATION FOR ENGAGEMENT OF LEGAL AID DEFENCE COUNSEL

To
The Chairman,
District Legal Services Authority,
South Tripura District, Belonia



Subject : Application for the post of

Ref: You Advertisement dated published in dated inviting applications for the post of

Sir,

With reference to above, I would like to offer myself as a candidate for the post of under District Legal Services Authority, South Tripura, Belonia. Necessary particulars of my candidature are as follows:

1. Applicant's Name :
2. Father's Name :
3. Date of Birth :
4. Age (as on) :
5. Gender :
6. Residential Address :
7. Office Address :
(if any)
8. Chamber Address :
(if any)
9. Mobile No. :
10. Whatsapp No. :

11. E-mail ID :

12. PAN No. :

13. AADHAAR No. :

14. Education Qualification (Please enclose self-attested copies documents):

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

15. Date of Enrollment as Lawyer :

16. Enrollment No. :

17. Experience in Bar :

(Duration of actual practice)

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

(a) Total no. of cases handled :

(b) Nature of cases handled :

(Attach extra sheet, if required)

(c) Specilization, if any :

(The details of a few important cases, the applicants have dealt with/handled and reported judgment if any.)

18. Details of places of practice:-

SL. No.	Name of places of practice	Number of cases pending

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

20. The Courts where the Applicant is regularly practicing :
(enclose Bar Association Membership Certificate)

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

22. 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)

23. List of the documents to be attached.

- i) Self-Attested copy of Certificate in support of educational qualifications.
- ii) Self-Attested copy of Certificate in Enrollment issued by the Bar Council under the Advocate Act, 1961.
- iii) Self-Attested copy of Photo Identity Card, Address Proof
- iv) Self-Attested copy of ITR for last 3 years (if available)
- v) Photo copies of judgment represented as Defence Lawyer.
(for the post of Chief/Deputy Legal Aid Defence Counsel).

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 fulfill the eligibility conditions for the category to which I am seeking engagement. I declare that I have never been penalized by any Bar Council in any Disciplinary Proceedings. I also undertake to maintain absolute integrity and disciplinary as required thereunder. I agree with the remuneration structure and all the terms and conditions notified time to time by NALSA/TLSA/DLSA concerned.

Place:-

(Signature)

Date:-

**Application form for selection for the posts of the Office Assistants/Clerks,
Receptionist- cum- Data Entry Operator & Office Peon**

To
The Chairman,
District Legal Services Authority,
South Tripura : Belonia.



Subject:- Application for the post of

Ref:- Your advertisement No....., Dated..... published in
..... dated..... inviting applications for the posts.

Sir,

With reference to above, I would like to offer myself as a candidate for the post of
..... under District Legal Services Authority, South Tripura,
Belonia.

Necessary particulars of my candidature are as follows:

01	Name of the post applied for	
02	Name of the applicant (in Block Letters)	
03	Father's/ Mother's/ Husband Name	
04	Present Postal Address	
05	Permanent Address	
06	Date of Birth	
07	Nationality	
08	Educational Qualification	
09	Technical Qualification in Computer Application	
10	Working experience, if any	
11	Other relevant information, if any,	
12	Employment Exchange Registration No. if any,	(Valid up to:)
13	Contact No.	Mobile Number: Whatsapp Number:
14	E-mail Id.	

Date :

Place :

Full Signature of the Applicant

Enclosed: Self attested copies of the aforesaid documents including Permanent Residence Certificate are annexed herewith in sheets of paper.