



KARNATAKA STATE LEGAL SERVICES AUTHORITY BENGALURU

DETAILED INSTRUCTIONS ON FULL TIME LEGAL AID LAWYERS IN LEGAL AID DEFENSE COUNSEL OFFICE (LADC)

As per the Legal Aid Defense Counsel System – Modified Scheme 2022 formulated by National Legal Services Authority, for providing legal aid, assistance and representation in criminal matters in line with “Public Defender System”, the Karnataka State Legal Services Authority has established 30 LADCS offices in a phase wise manner. As per the directions of NALSA, optimum human resources have to be maintained at each LADCS offices in the State.

1. THE SCOPE OF WORK :

Legal Aid Defense Counsel Office shall be dealing exclusively with legal aided matter in criminal matters of the District Head Quarters, wherein it is established. The Counsel appointed shall involve fulltime with the system and they are not allowed to take any private cases or any other retainership. The Legal Aid Defense Counsels are required to scrupulously perform the work profiles and follow the code of ethics as enumerated in the “Legal Aid Defense Counsel System-Modified Scheme-2022”.

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 Sessions, Special and Magistrate Courts including executive courts.
- Handling Remand and Bail Work

- Providing Legal Assistance at pre-arrest stage as per NALSA's scheme for providing such assistance
- Periodic visit of Prisons of the district under the guidance of the Member Secretary, DLSA.
- Any other legal aided work as assigned by the Member Secretary, DLSA.

2. VACANCY OF POSTS AND HONORARIUM :

As per the directions of Hon'ble Executive Chairman, KSLSA, on the basis of pendency of criminal cases and legal aid cases, the following posts which falls vacant after completion of 2 years of Phase-I in respective DLSAs needs to be filled up on contract basis for a period of two years on monthly honorarium, with a stipulation of extension on yearly basis upon satisfactory performance.

Vacancy Position :

Sl. No.	Districts	Chief Legal Aid Defense Counsels	Deputy Legal Aid Defense Counsels	Assistant Legal Aid Counsels
1	Bagalkot	1	1	1
2	Bidar	1	1	1
3	Chamarajanagara	1	1	1
4	Chikkaballapura	1	1	1
5	Chitradurga	1	1	1
6	Gadag	1	1	1
7	Haveri	1	1	1
8	Karwar	1	1	1
9	Kodagu	1	1	1
10	Kolar	1	1	1
11	Koppal	1	1	1
12	Udupi	1	1	1
13	Yadgir	1	1	1
	Total	13	13	13

Note : Number of Deputy and Assistant Legal Aid Defense Counsels may be increased or decreased as per the requirement in individual districts, with the approval of the Hon'ble Executive Chairman.

Honorarium (Retainership Fee):

Sl. No.	DLSA/Town	Chief Legal Aid Defence Cousel	Deputy Legal Aid Defence Counsel	Assistant Legal Aid Defence Counsel
Class-A Towns				
-NIL-				
Class-B Towns				
1	Bagalkot	70,000	45,000	30,000
2	Bidar	70,000	45,000	30,000
3	Chamarajanagara	70,000	45,000	30,000
4	Chikkaballapura	70,000	45,000	30,000
5	Chitradurga	70,000	45,000	30,000
6	Gadag	70,000	45,000	30,000
7	Haveri	70,000	45,000	30,000
8	Kolar	70,000	45,000	30,000
9	Koppal	70,000	45,000	30,000
10	Udupi	70,000	45,000	30,000
11	Yadgir	70,000	45,000	30,000
Class-C Towns				
12	Karwar	60,000	40,000	25,000
13	Kodagu	60,000	40,000	25,000

Note :

1. The Honorarium payable is fixed on the basis of yardstick provided by NALSA with due reference to population of the town.
2. The number of posts and the honorarium payable is liable to be enhanced or reduced based upon the performance of Legal Aid Lawyers in LADCS office.

3. 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 defence counsel,
- Ability to work effectively and efficiently with others with capability to lead,
- Must have handled at least 30 Sessions trials, aforesaid condition of handling of 30 Sessions cases can be relaxed in appropriate circumstances, by Hon'ble Executive Chairman, SLSA.
- Knowledge of computer system, preferable.
- Quality to lead the team with capacity to manage the office.

b) Qualifications for Deputy 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 20 Sessions trials, aforesaid condition of handling of 20 Sessions cases can be relaxed in appropriate circumstances, by Hon'ble Executive Chairman, SLSA.
- IT Knowledge with high 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 defence counsel.
- Ability to work effectively and efficiently with others.
- Excellent writing and research skills.
- IT Knowledge with proficiency in work.

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

5. WORK PROFILE:

a) Chief Legal Aid Defense Counsel.

- Conducting of all sessions trials, appeals, bail matters, and other criminal cases in courts along with deputy & 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 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 of the office of Legal Aid Defense Counsel System.
- Ensure quality of legal aid,
- Consultation and ensuring up dation of the case progress to the client and his/her relative(s),
- Maintaining of proper registers for the Legal Aid cases.
- Any work/duty assigned by Legal Services Authority.

b) Deputy Legal Aid Defense Counsel.

- Conducting of sessions trials/ appeals/ Remand work /Bail applications and other criminal cases, visit 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.
- Maintaining of proper registers for the Legal Aid cases.
- 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 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 through telephone.
- Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel.

- Maintaining of proper registers for the Legal Aid cases.
- Any work/duty assigned by Legal Services Authority.

6. TERMINATION OF SERVICE :

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 cases as mentioned in the guidelines for engagement of LADCS, by the Chairman, DLSA on recommendation of the Secretary, DLSA or on directions by SLSA in writing.

7. SELECTION PROCESS :

After due publicity including public notice, applications will be invited and a fair, transparent and competitive selection process shall be adopted by DLSA under guidance of KSLSA. As per the guidelines issued by NALSA, the selection procedure would involve formation of the Selection Committee under the Chairmanship of Prl. District and Sessions Judge (Chairman of DLSA) as envisaged in NALSA (Free and Competent Legal Services) Regulations 2010, subject to final approval by the Executive Chairman, SLSA. In the selection committee at least three senior most judicial officers posted at Head Quarter, dealing mainly criminal cases, preferably sessions cases will also be included. No person with conflict of interest shall be part of selection process. Hence, you are requested to **form a Selection Committee and submit the list of Selection Committee to KSLSA** for obtaining approval of Hon'ble Executive Chairman, KSLSA on **or before 10.06.2025**.

Selection of Chief Legal Aid Defense Counsel, Deputy Legal Aid Defense Counsel and Assistant Legal Aid Defense Counsel will be purely based on merit, taking into account the knowledge, skills, practice and experience of candidates. The selection Committee shall conduct interview of the candidates. The criteria and marks for selection of panel lawyers shall be as follows:-

Criteria	Max Marks
Legal Aptitude/Service Motto	10
Advocacy skills	10
Mannerism and conduct both Inside and outside court	10
Total	30

FORMATION OF SELECTION COMMITTEE :

1	Principal District and Sessions Judge	Chairman	1
2	District Judge (who is member of Monitoring and Mentoring Committee)	Member	1
3	Other District Judges (in case district judges are not available at the Head Quarter, any other Senior most Judicial Officers may be designated)	Members	2
4	Member Secretary of concerned DLSA	Member	1
5	District Government Pleader (who is member of Panel Lawyers Selection Committee)	Member	1
6	One Retired Judicial Officer or one Advocate having at least 15 years standing in the Bar. (who is member of Monitoring and Mentoring Committee)	Member	1
	Total		7

The steps involved/timeline in the selection process is as follows:-

Steps	Date
Publication of notification/inviting application	09.06.2025
Last date for receipt of applications for engagement as Legal Aid Lawyers for LADCS	19.06.2025
Scrutiny of applications by Member Secretary, DLSA	on or before 23.06.2025
Submission of list of candidates before Chairperson of Selection Committee	26.06.2025

Interview of the candidates	On or before 08.07.2025								
Submission of list of successful candidates in the order of merit along with the marks sheets and waiting list of two candidates to each post who are immediately next to the selected candidate/s in the order of merit, to KSLSA.	15.07.2025								
<table><tr><th>Post</th><th>No. of waiting candidates</th></tr><tr><td>Chief Legal Aid Defence Counsel</td><td>02 only</td></tr><tr><td>Deputy Legal Aid Defence Counsel</td><td>02 only</td></tr><tr><td>Assistant Legal Aid Defence Counsel</td><td>02 only</td></tr></table>	Post	No. of waiting candidates	Chief Legal Aid Defence Counsel	02 only	Deputy Legal Aid Defence Counsel	02 only	Assistant Legal Aid Defence Counsel	02 only	
Post	No. of waiting candidates								
Chief Legal Aid Defence Counsel	02 only								
Deputy Legal Aid Defence Counsel	02 only								
Assistant Legal Aid Defence Counsel	02 only								

Note :

- a) The selection procedure as contemplated in **STANDARD OPERATING PROCEDURES FOR SELECTION AND WORKING OF PANEL LAWYERS /RETAINER LAWYERS/ REMAND ADVOCATES /DUTY LAWYERS /STIPEND ADVOCATES /MONITORING AND MENTORING COMMITTEES IN THE DLSAs AND THE TLSCs** shall be followed (Copy of the SOP is herewith attached for kind reference).
- b) The selection of candidates is finalized by Hon'ble Executive Chairman, KSLSA. Hence only after obtaining approval of Hon'ble Executive Chairman, KSLSA necessary engagement contract will be executed between the Member Secretary, DLSA and the person so engaged.
- c) This detailed instructions is supplementary to the approved scheme of NALSA, detailed guidelines issued on **17.05.2025** and any further directions to be issued by NALSA/KSLSA.
- d) The minutes of the entire proceedings for selection of Chief/ Deputy /Assistant Legal Aid Defence Counsels shall be maintained and submit to KSLSA.

**APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER IN LEGAL
AID DEFENSE COUNSEL SYSTEM**

STATE _____

DISTRICT _____

Application No. _____
(For Office use)

**PHOTO WITH
SIGNATURE**

APPLICATION FOR CHIEF/DEPUTY/ASSISTANT LEGAL AID DEFENSE COUNSEL

1	Applicant's Name	:	
2	Father/Husband's Name	:	
3	Date of Birth	:	
4	Age (as on 01.06.2025)	:	
5	Gender Male/Female/Transgender	:	
6	Nationality	:	
7	Caste /Category/Community	:	
8	Religion	:	
9	Mother Tongue	:	
10	Languages Known	:	
11	Residential Address	:	
12	Office / Chamber (if any)Address	:	
13	Contact Details :	:	
	a. Telephone No. (O)	:	
	b. Telephone No. (R)	:	
	c. Mobile No.	:	
	d. Fax No.	:	
	e. E-mail ID	:	
14	PAN No.	:	
15	AADHAR No.	:	

16	Marital Status	:	Married ☐ Unmarried ☐
17	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 Extra qualifications/activities (if any)			
Computer knowledge			

18	Date of Enrolment as an Advocate & Enrolment No. (Attach self-attested copy of Enrolment certificate issued by Karnataka State Bar Council)	:	
19	Actual Standing at the Bar as on the date of notification. (Duration of actual practice) (Attach an experience certificate issued by the concerned Bar Association) (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 Applicant has dealt with/handled and reported judgement, if any)	:	
20	Whether empanelled as Central/State Government or : Government undertaking Counsel/pleader (Indicate period & attach relevant documents)	:	
21	The Courts where the Applicant is regularly practising. (Enclose Bar Association Membership Certificate)	:	
22	Specify whether earlier remained on the panel of HCLSC/DLSA or TLSC (Indicate period, number of legal aid cases handled & result) (attach relevant documents)	:	

23	Whether the applicant ever debarred/disqualified or found ineligible for candidature in any examination process of any public services conducted by any Public Authority? If so, furnish details.	:	
24	Whether he/she is compulsorily retired, removed or dismissed from any services in Government/Statutory Body/Local Authority? If so, furnish details.	:	
25	Whether any disciplinary/professional misconduct proceedings/ Complaint is/was initiated against the Applicant by any Bar Council : (If yes, specify details of both disposed & pending cases with documents)	:	
26	Whether the applicant is ever prosecuted or convicted and sentenced in any criminal cases or whether appearing before any criminal court in respect of any criminal cases/FIR pending against? If so, furnish particulars regarding the same.	:	
27	Whether the applicant is an Income Tax Assessee, if so, give details.	:	

28. List of documents to be attached.

1. Self-Attested copy of Certificates/Marks Cards in support of educational qualifications & experiences. (Production of copy of SSLC Marks Card and LLB Marks Cards are mandatory)
2. Self-Attested copy of Certificate of Enrolment issued by the Karnataka State Bar Council under the Advocates Act, 1961.
3. Self-Attested copy of the practice/experience certificate issued by Bar Association.
4. Self-Attested copy of Photo Identity Card/Aadhaar Card and any other Address Proof.
5. List of 30 Sessions cases and 20 Sessions Cases handled by the candidate who applies for the post of Chief and Deputy Legal Aid Defence Counsels respectively. (copy of vakalat filed in each case shall be submitted).
6. Photo copies of judgments in 5 Sessions cases and cross-examinations in 5 sessions cases, represented as Defence lawyer, (for the post of Chief Legal Aid Defence Counsel and Deputy Legal Aid Defence Counsel respectively).

Signature of the applicant

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 agree 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 KSLSA/DLSA concerned.

Place: _____

Date: _____

Signature of the applicant

