Office of District Legal Services Authority, Moga

No. LADCS/DLSA Moga/1/2025 Date: 27.11.2025

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS ON CONTRACTUAL BASIS IN LEGAL AID DEFENSE COUNSEL OFFICE IN DISTRICT MOGA UNDER PUNJAB STATE LEGAL SERVICES AUTHORITY

The National Legal Services Authority, established under the Legal Services Authorities Act, 1987 with mandate to provide free and competent legal services to the underprivileged and disadvantaged sections of the society to ensure that opportunities for securing justice are not denied to any citizen by reason of economic or other disabilities and to secure that the operation of the legal system promotes justice on a basis of equal opportunity to all. Please visit website www.nalsa.gov.in for full details.

Realizing the need to ponder over the reforms required in the Legal Aid Movement of India a new model of Legal Services Delivery, the 'Legal Aid Defense Counsel System' (LADCS), in line with public defender system, is introduced by NALSA. As envisaged, LADCS involves full time engagement of lawyers with support system, dealing exclusively with legal aid work in criminal matters at every stage starting from the pre-arrest, arrest & remand stage to the conclusion of trials and appeals etc. It will enhance the availability and accessibility of Legal Aid in a timely manner and help in creating a mechanism to provide qualitative and competent legal services in a professional manner to underprivileged and disadvantaged section of the society.

Applications are invited from eligible lawyers having requisite qualifications for Contractual full-time engagement for one position of Deputy Chief Legal Aid Defense Counsels and one position of Assistant Legal Aid Defense Counsels as per scheme for the office of Legal Aid Defense Counsel System set up in District Legal Services Authority, Moga proposed herein. The Lawyers so engaged therein will not be allowed to take any other private cases or any other Retainership.

The Scheme of engagement along with Application Form may be downloaded from the official website of District & Sessions Court Moga **https://moga.dcourts.gov.in/** and also from Notice board of DLSA Moga. The duly filled application form along with self-attested copies of documents may be submitted to DLSA, Moga and if the candidate desires to apply through speed post the same should reach the office of the Secretary, DLSA, Moga on or before 12th December 2025 by 05:00 PM. Any application received after due date shall not be considered. Applying for engagement does not create any right/ assurance whatsoever.

GUIDELINES FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS ON CONRTRACTUAL BASIS IN LEGAL AID DEFENSE COUNSELS IN DLSA, MOGA

1. Scope of Work:

Legal Aid Defense Counsel Office shall be dealing exclusively with legal aided matters in criminal matters of the District or HQ. 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 any 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:

o Legal Advice and Assistance to all individuals visiting the office,

o Representation/Conducting trial and appeals including all miscellaneous work in all criminal courts such as Sessions, Special and Magistrate Courts including executive courts,

o Handling Remand and Bail work,

o Providing legal assistance at pre-arrest stage as per need and also in accordance with NALSA's scheme for providing such assistance,

o Any other legal aid work relating to District Courts or as assigned by the Secretary DLSA,

o Periodic visit to Prisons of the district under the guidance of the Secretary, DLSA.

2. Selection Procedure:

Legal Aid Defense Counsels shall be engaged on contract basis initially in each district for a period of two years with a stipulation of extension on yearly basis on satisfactory performance. The performance of each human resource shall be assessed in every six months by SLSA in consultation with DLSA concerned. Selection of Deputy Chief Legal Aid Defense Counsels and Assistant Legal Aid Defense Counsels will be purely based on merit, taking into account the knowledge, skills, practice and experience of candidates. The detail of posts advertised is as under:-

Sr. No.	Name of Post	No. of Posts
01	Deputy Chief Legal Aid defense Counsel	**01**
02	Assistant Legal Aid Defense Counsel	**02**

The selection shall be carried out by Selection committee under the Chairmanship of the Principal District & Sessions Judge (Chairman, DLSA) as envisaged in NALSA (Free and Competent Legal Services) Regulations-2010, subject to final approval by the Hon'ble Executive Chairman, SLSA. In the selection Committee at least three senior most Judicial Officers at H.Q., dealing mainly criminal cases,

preferably sessions cases, will also be included. No person with conflict of interest shall be part of selection process. After approval by the Hon'ble Executive Chairman, SLSA, engagement contract will be executed between the Secretary DLSA and the person so engaged.

The eligibility criterions are as follows:-

a) 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.
- IT Knowledge with proficiency in work.

c) Qualification for Assistant Legal Aid Defense Counsel:.

- Practice in criminal law from 1 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.

3. Work Profiles:

a) Deputy Chief Legal Aid Defense Counsel.

o Conducting trials/ appeals/ Remand work /Bail applications/visits to prisons etc., as assigned by Chief Legal Aid Defense Counsel.

o Filing and arguing appeals and bail applications in Courts.

o Maintaining complete case files.

o Doing legal research in legal aided cases and guiding assistant legal Aid Defense Counsel and law students attached with the office in legal research.

o Proper client interviews at various stages for quality research work and representation at remand, trial and appellate stage.

o All or any of the work of the Chief defense Counsel as per assignment,

o Any work/duty assigned by Legal Services Authority.

c) Assistant Legal Aid Defense Counsel.

o Filing of cases, conducting trials in Magistrate Triable cases,

o Remand/bail and other miscellaneous work,

o legal research in legal aided cases,

o Visits to Prison and Legal aid Clinics as per directions,

o Providing assistance at pre-arrest stage to suspects,

o Assisting Chief Legal Aid Defense Counsel and Deputy Legal Aid. Defense Counsel in conduct of legal aided cases,

o 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,
o Visiting location/area of alleged crime, having discussions with family members etc , for effective and meaningful input for defense strategy,
o Handling queries of legal aid seekers,

o Updating legal aid seekers about the progress of their cases,

o Assisting in maintaining complete files of legal aided cases,

o Handling legal queries relating to criminal matters on telephone,

o Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel,

o Any work/duty assigned by Legal Services Authority,

4. 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 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.

5. 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 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 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.

6. Entitlement to Leave:

• Deputy 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.

7. Honorarium (Retainership fee):

1.	Deputy Chief Legal Aid Defense Counsel	₹ 60,000/-
2.	Assistant Legal Aid Defense Counsel	₹ 35,000/-

NOTE:- The schedule of interaction with the candidates shall be uploaded on the website https://moga.dcourts.gov.in/ . No separate notice of interaction shall be sent to any candidate.

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

STATE_____

DISTRICT_____

Photo

Application No. _____

(For Office use)

APPLICATION FOR DEPUTY/ASSISTANT LEGAL AID DEFENSE COUNSEL

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-01-2025) :
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)			

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 a 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 the 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 the documents to be attached.
1. Self-Attested copy of Certificates in support of educational qualifications.
2. Self-Attested copy of Certificate in Enrollment issued by the Bar Council under the Advocates Act, 1961.
3. Self-Attested copy of Photo Identity Card, Address Proof.
4. Self-Attested copy of ITR for last 3 years (if available).
5. Photo copies of judgments in 20 Sessions cases, represented as Defense lawyer, (for the post of Deputy Legal Aid Defense Counsel).
6. Photocopies of at least 5 cross examinations in Sessions cases (for

Deputy Legal Aid Defense Counsel).

7. List along with copy of judgments/proof of trial of criminal cases be attached (15 cases List along with the copy of judgments/proof of trial of criminal cases for the Deputy Legal Aid Defense Counsel) handled by him/her.

(Signature)

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 discipline as required there under. I agree with the remuneration structure and all the terms and conditions notified by SLSA/DLSA concerned.

(Signature)

Place:_____

Date:_____