



KARNATAKA STATE LEGAL SERVICES AUTHORITY BENGALURU

No. (LADCS)/2025

Date: 26.09.2025

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS IN LEGAL AID DEFENSE COUNSEL OFFICE IN 30 DISTRICTS IN THE STATE

The State 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.kslsa.kar.nic.in for full details.

Realising 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 involve 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.

Each Legal Aid Defense Counsel Office may have 01 Chief Legal Aid Counsel, 1 to 3 Deputy Chief Legal Aid Defense Counsels, 2 to 10 Assistant Legal Aid Defense Counsels. This system will have the effect of enhancing the responsiveness of the Legal Aid Mechanism in country and will ensure accountability on the part of the Legal Aid providers.

The Legal Aid Defense Counsel System will also provide a unique opportunity for Law Students to learn from the best. The Chief Legal Aid Defense Counsel will be given the liberty to engage law students as interns, to give them



exposure to practical aspects of criminal law including preparation of defense strategy and doing legal research in various factual scenarios.

SLSA under the aegis of NALSA (www.nalsa.gov.in) has implemented Legal Aid Defense Counsel System in all the Districts in the State. The response from the public at large is also very good. There is an increase of cases for the Legal Aid Defence Counsels. Therefore, there is a need to engagement of defence counsels to the vacant posts to balance the work and to comply the directions issued by NALSA. Based on the pendency of cases in individual districts, the vacant posts are decreased and increased. Number of Legal Aid Defense Counsels shall be proportionate to the actual work and also requirement. Accordingly, vacancy position has been prepared.

Applications are invited from eligible lawyers having requisite qualifications for Contractual full time engagement for the posts of Chief, Deputy and Assistant Legal Aid Defense Counsels as per the Scheme in each district proposed herein. The number of engagement positions may vary from district to district, depending upon actual need as projected by the DLSA concerned. **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 SLSA (<http://www.kslsa.kar.nic.in>) and also from office of DLSA/Notice Board of DLSA concerned. **The duly filled application Form along with self-attested copies of documents shall be submitted to concerned DISTRICT LEGAL SERVICES AUTHORITY (DLSA) only.** Wherein the candidate desires to apply through speed post or in an envelope, he/she shall submit personally **in the office of the MEMBER SECRETARY, DISTRICT LEGAL SERVICES AUTHORITY (DLSA) on or before 25.10.2025 by 17.00 Hrs.** Any application/s received after due date shall not be considered.

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

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(H. Shashidhara Shetty)
Member Secretary
KSLSA, Bengaluru



GUIDELINES FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS IN LEGAL AID DEFENSE COUNSELS IN DLSAs

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, 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.

2. Selection Procedure:

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 SLISA. Legal Aid Defence Counsels shall be engaged on contract basis in each place/district initially 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 SLISA 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 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 Executive Chairman, SLISA. In the selection committee at least three senior most judicial officers posted at HQ, 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 Executive Chairman, SLISA, engagement contract will be executed between the Secretary DLSA and the person so engaged. The eligibility criterions are as follows:-

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 criminal trials in Sessions Courts, aforesaid condition of handling of 30 criminal cases can be relaxed in appropriate circumstances,
- 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 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 defence 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 with the approval of the Executive Chairman SLSA.

3. 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 Defence Counsel for assisting him and Deputy Chief 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 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 defence 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 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 on telephone,
- Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel,
- 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.
- xii. If found taking any other private cases or any other retainership during the contractual period.

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 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 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:

- Chief Legal Aid Defense Counsel and 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. Role of State Legal Services Authority and District Legal Services Authority:

- Office space planning, and providing infrastructure for office preferably inside or in proximity to court complex.
- Providing Office furniture, Office equipment including computers, printer, internet connectivity and other equipment.
- Purchasing office supplies on need basis.
- Engaging human resource requirement for Legal aid Counsel System Office.
- Ensuring proper functioning of Legal aid Counsel System Office.
- Ensuring effective monitoring and mentoring.
- Periodical evaluation of legal services delivered through Legal aid Counsel System Office.
- Regular trainings and refresher courses for legal aid counsel engaged in Legal aid Counsel System Office.
- Renovation of office space when necessary.
- Providing Books such as Bare Acts and Commentaries for Legal Aid Defense Counsel Office
- Providing Legal Research Software.
- Timely payment of monthly honorarium to legal aid counsel and all staff engaged for Legal aid defense counsel office.
- Payment with regard to expert witnesses, if their services are taken.
- Payment for expenses incidental such as travelling expenses etc.
- Information/promotional campaigns/programmes with regard to Legal aid Defense counsel office.

8. Engagement with law schools:

Law schools often send their students to legal Services Institutions for internship. Moreover, Clinics of Law Colleges also collaborate with Legal Services Institutions. Law students can be engaged with the Legal Aid Defense Counsel office as to give them meaningful exposure to practical aspects of criminal law including preparing a defense strategy and doing legal research in various factual scenarios. Law students may be so engaged in the following areas in Legal aid defense counsel office:



- Legal research in criminal cases,
- Visiting scenes of crimes,
- Interviewing accused and their family members and other relevant persons,
- Visits of Prisons and Legal Aid clinics,
- Associating in campaign undertaken,
- Assist in sifting through all of the evidence collected by the prosecution and providing effective input for preparing defense strategy.

The internship to law students can be offered for a period upto 3 months. The law students so engaged shall not be paid any stipend by the Legal Services Authorities but the certificate of work and period of work will be issued jointly by the Chief Defense Counsel & Secretary, DLSA.

9. Monitoring and Evaluation:

- The work and performance shall be closely monitored by the Secretary DLSA and a monthly review meeting will be organised under the chairmanship of the Chairman, DLSA. The Minutes of the meeting shall be send to SLSA. A quarterly review meeting with every LADCS office and the Secretary, DLSA will also be organised by the Member Secretary, SLSA and minutes shall be send to NALSA. On half yearly basis review meeting shall be organised by NALSA. The formats for such data sharing will be shared at the time of launch. Monitoring shall be continuous process and at the end of six months the performance of every human resource shall be evaluated by the SLSA under the guidance of Hon'ble Executive Chairman, SLSA.
- Monitoring and Mentoring Committee shall monitor legal aid work of Legal Aid Defense Counsel Office.
- The Chief Legal Aid Defense Counsel shall be involved in monitoring & mentoring of Legal Aid cases of the district.

10. Honorarium (Retainership fee):

For Class-A towns (Population more than 10 lacs)

1.	Chief Legal Aid Defense Counsel	₹ 70,000 to 1,00,000/-
2.	Deputy Chief Legal Aid Defense Counsel	₹ 50,000 to 75,000/- each
3.	Assistant Legal Aid Defense Counsel	₹ 25,000 to 45,000/- each



For Class-B towns (Population more than 2 lacs but below 10 lacs)

1	Chief Legal Aid Defense Counsel	₹ 65,000 to 80,000/-
2	Deputy Chief Legal Aid Defense Counsel	₹ 40,000 to 60,000/- each
3	Assistant Legal Aid Defense Counsel	₹ 20,000 to 35,000/- each

For class-C (Population below 2 lacs) or Rest of the towns

1	Chief Legal Aid Defense Counsel	₹ 60,000 to 70,000/-
2	Deputy Chief Legal Aid Defense Counsel	₹ 30,000 to 50,000/- each
3	Assistant Legal Aid Defense Counsel	₹ 20,000 to 30,000/- each

Note:

1. Determining the number of posts of Legal Aid Lawyers in LADCS in each of the Districts will be the sole discretion of Hon'ble Executive Chairman, KSLSA. Necessary instructions in this regard will be issued to the concerned DLSAs.
2. The honorarium payable to the Legal Aid Lawyers in LADCS of different districts will be fixed by Hon'ble Executive Chairman, KSLSA and necessary communications will follow.
3. In case of any discrepancy, please refer to approved scheme by NALSA.



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. In some of the LADCS Offices, the Legal Aid Defense Counsel Posts are vacant. To maintain optimum number of human resources in all the LADCS, filling up of vacant posts is necessary.

1. THE SCOPE OF WORK :

Legal Aid Defense Counsel Office shall be dealing exclusively with legal aid 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 Chairperson, KSLSA, on the basis of pendency of criminal cases and legal aid cases, the following posts which falls vacant in respective DLSAs needs to be filled up on contract basis for a period of one year on monthly salary, with a stipulation of extension on yearly basis upon satisfactory performance.

As per the Legal Aid Defense Counsel Modified Scheme, 2022 there is a note with regard to increase or decrease of posts are per their requirements in individual districts. The note is reads as under:-

“Note : Number of Deputy and Assistant Legal Aid Defense Counsels may be increased or decreased as per the requirement in individual districts. Number of Legal Aid Defense Counsels shall be proportionate to the actual requirement.”

Hon'ble Executive Chairperson, KSLSA, has accorded permission to increase and decrease the posts based on the pendency of cases in the respective districts. Accordingly, vacant posts from Districts which have less pendency of criminal cases are decreased and such posts are assigned/increased to the districts which have more pendency of cases.

Based on the pendency of cases and requirement in individual districts, the following vacancy position has been prepared.

Vacancy Position :

Sl. No.	Name of the Districts	Chief LADCS	Deputy LADCS	Assistant LADCS
1	Bengaluru Urban	0	4	3
2	Bengaluru Rural	0	2	3
3	Bagalkote	0	1	1
4	Ballari	0	1	0
5	Bidar	0	2	0
6	Belgaum	0	1	0
7	Chikkaballapura	0	2	0
8	Chitradurga	0	2	0
9	D.K.Mangaluru	0	3	0
10	Davanagere	0	2	0
11	Dharwad	0	3	1
12	Gadag	0	3	0
13	Hassan	0	2	0
14	Haveri	0	1	0
15	Kalaburagi	0	1	0
16	Kolar	0	1	0
17	Koppal	1	2	0
18	Mandya	0	1	0
19	Mysuru	0	1	1
20	Raichur	0	1	0
21	Ramanagar	0	2	0
22	Shivamogga	0	2	0
23	Tumakuru	0	2	3
24	Udupi	0	3	0
25	U.K.Karwar	0	3	0
26	Vijayapura	0	3	0
27	Yadgir	0	1	0
Total		1	52	12

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		
1	Bengaluru Urban	80,000	60,000	35,000
2	Bengaluru Rural	80,000	60,000	35,000
3	Mysuru	80,000	60,000	35,000
		Class-B Towns		
4	Bagalkote	70,000	45,000	30,000
5	Ballari	70,000	45,000	30,000
6	Bidar	70,000	45,000	30,000
7	Belagavi	70,000	45,000	30,000
8	Chikkaballapura	70,000	45,000	30,000
9	Chitradurga	70,000	45,000	30,000
10	Chamarajnagara	70,000	45,000	30,000
11	Chikkamagaluru	70,000	45,000	30,000
12	D.K.Mangaluru	70,000	45,000	30,000
13	Davanagere	70,000	45,000	30,000
14	Dharwad	70,000	45,000	30,000
15	Gadag	70,000	45,000	30,000
16	Hassan	70,000	45,000	30,000
17	Haveri	70,000	45,000	30,000
18	Kalaburagi	70,000	45,000	30,000
19	Kolar	70,000	45,000	30,000
20	Koppal	70,000	45,000	30,000
21	Kodagu	70,000	45,000	30,000
22	Mandya	70,000	45,000	30,000
23	Raichur	70,000	45,000	30,000
24	Ramanagar	70,000	45,000	30,000
25	Shivamogga	70,000	45,000	30,000
26	Tumakuru	70,000	45,000	30,000
27	Udupi	70,000	45,000	30,000
28	U.K.Karwar	70,000	45,000	30,000
29	Vijayapura	70,000	45,000	30,000
30	Yadgir	70,000	45,000	30,000

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 criminal trials in Sessions Courts, aforesaid condition of handling of 30 criminal cases can be relaxed in appropriate circumstances,
- 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 criminal trials in Sessions Courts, may be relaxed in exceptional circumstances, by Hon'ble executive Chairman, SLISA,
- 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 defence 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 with the approval of the Executive Chairman, SLSA.

5. WORK PROFILE:

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 Defence Counsel for assisting him and Deputy Chief 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 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.

b) Deputy 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 defence 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 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 on telephone,
- Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel,
- 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 10.10.2025**.

The criteria and marks for selection of Legal Aid Defense Counsels is as per the criteria and marks fixed for the selection of Panel Lawyers. The criteria and marks is as follows:-

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

Note : To consider the candidate for selection, he/she has to score minimum passing marks of 40% out of total marks. Who has scored less than 40% marks, he/she cannot be considered for proposal of selected or waiting candidate.

FORMATION OF SELECTION COMMITTEE :

1	Principal District and Sessions Judge	Chairman	1
2	District Judge (who shall be the 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 shall be the 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 shall be the 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	14.10.2025
Last date for receipt of applications for engagement as Legal Aid Lawyers for LADCS	25.10.2025
Scrutiny of applications by Member Secretary, DLSA	on or before 27.10.2025

Submission of list of candidates before Chairperson of Selection Committee	30.10.2025
Interview of the candidates	On or before 14.11.2025
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.	20.11.2025

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 **26.09.2025** and any further directions to be issued by NALSA/KSLSA.
- d) The minutes of the entire proceedings for selection of 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 01.10.2025)	:	
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/Statuary 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. Certificate of Computer knowledge, if available.
6. 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).
7. 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



KARNATAKA STATE LEGAL SERVICES AUTHORITY BENGALURU

DETAILED INSTRUCTIONS FOR SELECTION OF HUMAN RESOURCES FOR THE OFFICE OF LEGAL AID DEFENSE COUNSEL (LADC)

As per the direction of National Legal Services Authority, Legal Aid Defense Counsel (LADCs) offices have been established in all 30 districts in a phase wise manner and also human resources provided for assistance of LADCs.

In view of the direction by NALSA, the vacant posts of Human Resources i.e., Office Assistant and Office Peon are to be selected for assistance in all the 30 LADCs in the State. In some of the LADCs, posts of human resources are vacant. To maintain optimum number of Human Resources in all LADCs, filling up of vacant posts is necessary.

1. THE SCOPE OF WORK :

The Human Resources have to discharge their work as per the guidelines issued by the Karnataka State Legal Services Authority.

2. THE QUALIFICATIONS FOR THE AFORESAID HUMAN RESOURCES AS PER THE LEGAL AID DEFENSE COUNSEL MODIFIED SCHEME - 2022 ARE AS UNDER:

Sl. No	Name of the Post	Minimum qualification	Salary
01	Office Assistants/ Clerks	• Graduation from any recognized University under UGC. • Basic word processing skills and the ability to operate	As per Legal Aid Defense Counsel Modified

		computer and skills to feed data. • Good typing skill with proper page settings. • Ability to take dictation and prepare files for presentation in the Courts. • File maintenance and processing knowledge.	Scheme-2022
03	Data Entry Operators	• Graduation from any recognized University under UGC. • Excellent verbal and written communication skills • Word and data processing abilities • The ability to work telecommunication system (telephones, fax machine, switchboards etc) • Proficiency with good typing speed	As per Legal Aid Defense Counsel Modified Scheme-2022
02	Office Peon	SSLC passed from recognized Institution	As per Legal Aid Defense Counsel Modified Scheme-2022

Note : Provisions of the Minimum Wages Act and orders issued therein by the State Government shall be complied and monthly salary of office assistant and office peon shall not be less than minimum wages payable to such category at the place of LADCs.

3. WORK PROFILES OF THE AFORESAID HUMAN RESOURCES ARE AS UNDER:

01	Office Assistant	• Keeping updated record of legal aided cases. • Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions. • Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner.
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		• Typing applications, petitions, appeals etc. • Doing ministerial work related to cases such as filing applications for copies of orders, judgment etc. • Any other task assigned by the Chief Legal Aid Defense Counsel. • Any work/duty assigned by Legal Services Authority. • All duties assigned to Receptionist cum Data Entry Operator.
02	Data Entry Operator	• Greeting clients and visitors and answering visitor inquires • Answering and routing incoming calls on a multi-line telephone system • Scheduling and routing legal aid seekers • Maintaining the waiting area, lobby or other office areas • Scanning, photocopying, faxing • Collecting and routing mail and hand-delivered packages • Answering face-to-face enquiries and providing information when required • Uploading, at the initial point, legal aided cases on NALSA Portal & other platforms and updating the information from time to time • Any work/duty assigned by Legal Services Authority
03	Office Peon	• General work of peon. • Cleaning the office before the commencement of office hours. • Ensuring that all places in the office are kept clean. • Bringing and serving water, beverages to the visitors in the office. • Carrying dak, miscellaneous work etc. • Any other work assigned by Legal Services Authority.

4. TERMINATION OF SERVICES :

Services of any Human Resources 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, by the Chairman, DLSA on recommendation of the Secretary, DLSA or on directions by SLSA in writing.

5. VACANCY OF POSTS :

As per the directions of Hon'ble Executive Chairperson, KSLSA, on the basis of pendency of criminal cases and legal aid cases, the

following posts in respective DLSAs needs to be filled up **purely on temporary basis initially for a period of 06 months** with a stipulation of extension subject to satisfactory performance.

Vacancy Position :

Sl. No.	Name of the Districts	Office Assistant	Data Entry Operator	Peon	Total
1	Bengaluru Urban	3	0	1	4
2	Bengaluru Rural	0	0	1	1
3	Ballari	1	0	0	1
4	Belgaum	0	0	1	1
5	Chamarajanagar	3	0	0	3
6	D.K.Mangaluru	1	0	0	1
7	Davanagere	2	1	1	4
8	Gadag	1	0	1	2
9	Hassan	1	1	1	3
10	Kalaburagi	1	0	0	1
11	Mandya	2	1	0	3
12	Mysuru	1	0	1	2
13	Ramanagar	1	0	0	1
14	Tumakuru	0	1	0	1
	Total	17	4	7	28

6. 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. **The Selection Committee has to conduct typing test of Kannada and English language with computer basic knowledge test for the candidates applied for the post of Office Assistant/Clerk and Data Entry Operator followed by interview. The Selection Committee has to conduct writing test for the candidates applied for the post of peon followed by interview.**

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 Quarters 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 to KSLSA** for obtaining approval of Hon'ble Executive Chairman, KSLSA on or before **10.10.2025**.

To consider the candidate for selection, he/she has to score minimum passing marks of **40%** out of total marks. Who has scored less than 40% of marks cannot be considered for proposal of selected or waiting candidate.

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

Steps	Date
Publication of notification/inviting application	14.10.2025
Last date for receipt of applications	25.10.2025
Scrutiny of applications by Member Secretary, DLSA	on or before 27.10.2025
Submission of list of candidates before Chairperson of Selection Committee	30.10.2025
Interview of the candidates	On or before 14.11.2025
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.	20.11.2025

Note :

- a) The selection of candidates will be 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.
- b) This detailed instructions is supplementary to the approved scheme of NALSA, detailed guidelines issued on 26.09.2025 and any further directions to be issued by NALSA/KSLSA.
- c) The minutes of the entire proceedings for selection of Deputy /Assistant Legal Aid Defence Counsels shall be maintained and submit to KSLSA.

**APPLICATION FOR THE POST OF OFFICE ASSISTANT/CLERK, DATA
ENTRY OPERATOR AND OFFICE PEON IN LEGAL AID DEFENSE
COUNSEL OFFICE.**

Name of the District:

Post Applied :

**PHOTO WITH
SIGNATURE**

1	Applicant's Name	:	
2	Father/Husband's Name	:	
3	Date of Birth	:	
4	Age (as on 01.10.2025)	:	
5	Gender Male/Female/Transgender	:	
6	Nationality	:	
7	Caste /Category/Community	:	
8	Religion	:	
9	Mother Tongue	:	
10	Languages Known	:	
1	Residential Address	:	
12	Contact Details :	:	
	a. Mobile No.	:	
	b. Telephone No.	:	
	c. E-mail ID	:	
13	PAN No.	:	
14	AADHAR No.	:	

15	Marital Status	:	Married ☐ Unmarried ☐	
16	Other Work Experience if any	:		
17	Educational Qualification (Please enclose self-attested copies of documents):	:		
	Educational Qualification		Name of Board/ University	Obtained Percentage (aggregate)
	SSLC			
	PUC			
	Degree			
	Any other Extra qualifications/activities (if any)			
	Typing Education			
	Computer Education			
18	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.	:		
19	Whether he/she is compulsorily retired, removed or dismissed from any services in Government/Statutory Body/Local Authority? If so, furnish details.	:		
20	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.	:		
21	Whether the candidate is employed with State/Central/Public Sector/Private Sector or any other Job or assignment etc., if ever employed as such, to furnish particulars as to whether his/her services is terminated while in service. If yes, furnish the details	:		

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 fulfill the eligibility conditions for the category to which I am seeking engagement. I declare that I have never been penalized by any Court/Authority in any case/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

