



**OFFICE OF THE  
WEST TRIPURA DISTRICT LEGAL SERVICES AUTHORITY  
District & Sessions Judge Court Complex, Agartala.  
Phone & Fax : 0381-2315093**

E-mail: [dlsawesttripura@gmail.com](mailto:dlsawesttripura@gmail.com)

No.F.1A (84)-DLSA/WEST/ESTT/LADCS/2023/4811

06<sup>th</sup> June 2025

**ADVERTISEMENT NO. 1 OF 2025**

Applications are invited from the intending candidates in the application form, annexed herewith for filling up the following posts 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, West Tripura, Agartala.

Sl. No.	Name of the Post	No. of Post	Required Qualification	Honorarium per month
1	Chief Legal Aid Defense Counsel	01	i. Practice in Criminal law for at least 10 years, ii. Must have handled at least 30 criminal trials in Sessions Courts, iii. Knowledge of computer system is preferable, iv. Quality to lead the team with capacity to manage the office.	Rs. 80,000/-
2	Deputy Chief Legal Aid Defense Counsel	02	i. Practice in Criminal law for at least 7 years, ii. Must have handled at least 20 criminal trials in Sessions Courts, iii. IT knowledge with proficiency in work.	Rs. 60,000/-
3	Assistant Legal Aid Defense Counsel	03	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.	Rs. 35,000/-

4	Office Assistants / Clerks	02	i. 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 petitions, iv. Ability to take dictation and prepare files for presentation in the Courts, v. File maintenance and processing knowledge.	Rs. 15,000/-
5	Receptionist – cum – Data Entry Operator	01	i. Graduation, ii. Excellent verbal and written communication skills, iii. Word and data processing abilities, iv. The ability to work on telecommunication system, v. Proficiency with good typing speed.	Rs. 15,000/-
6	Office Peon	01	i. Minimum Class – VIII pass.	Rs. 10,000/-

1. The list of eligible candidates for all the posts will be uploaded in the official website of the District & Sessions Judge Court, West Tripura, Agartala (<https://westtripura.dcourts.gov.in/>) & they will also be communicated through their E-mail/Whatsapp/Mobile Phone and in no other mode.

2. The Modified Scheme 2022 of Legal Aid Defense Counsel along with necessary qualification and other terms and conditions for the above mentioned posts and the Application form may be downloaded from the official website of the District & Sessions Judge Court, West Tripura, Agartala (<https://westtripura.dcourts.gov.in/>) and also from the Notice Board of DLSA, West Tripura, Agartala.

3. The duly filed up application form along with self-attested copies of requisite documents may be submitted to the Office of the District Legal Services Authority, West Tripura, Agartala on all working days from the date of notification till the office hours on 16.06.2025 (till 05:30 P.M). **The last date of submissions of the form is on 16.06.2025 latest by 05:30 P.M. Any application received after due date shall not be entertained or considered.**

4. No TA/DA will be paid to the candidate for appearing in the interview and type-test.

**Shri Subhasish Sharma Roy**  
**Chairman**  
 District Legal Services Authority  
West Tripura:: Agartala.

**APPLICATION FOR ENGAGEMENT OF LEGAL AID DEFENSE COUNSEL**

Affix self-attested  
Recent Passport Size  
Colour photograph  
(Also provide three  
extra copy of  
photograph)  
Do not staple your  
photograph here

**To,  
The Hon'ble Chaiman,  
District Legal Services Authority  
West Tripura District, Agartala.**

**Subject: Application for the post of .....**

**Ref: Your Advertisement dated .....published in .....  
dated.....inviting applications for the post.**

**Sir,**

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

1. Applicant's Name :
2. Father's Name :
3. Date of Birth :
4. Age (as on 31.05.2025) :
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. AADHAR No. :
14. 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)			

15. Date of Enrollment as Lawyer :
16. Enrollment No. :
17. 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 judgement if any.)
18. Whether empanelled as Central/State Government or Government undertaking counsel/pleader  
(Indicate period & attach documents)
19. The Courts where the Applicant is regularly practising :  
(enclose Bar Association Membership Certificate)

20. Specify whether earlier remained on the Panel of HCLSC/DLSA or TSLSC :  
(Indicate period, number of legal aid cases handled & result)  
(attach documents)
21. 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)
22. List of the documents to be attached.
1. Self-Attested copy of Certificate in support of educational qualifications.
  2. Self-Attested copy of Certificate in Enrollment issued by the Bar Council under the Advocate 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. Photocopies of judgments in 5 Sessions cases, represented as Defence lawyer, (for the post of Chief/Deputy Legal Aid Defence Counsel).
  6. Photocopies of at least 5 cross examinations in Sessions cases (for 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 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 SLSC/DLSA concerned.

Place: -

**(Signature)**

Date: -

**Application form for the posts of the post of the Office Assistants/Clerks,  
Receptionist – cum – Data Entry Operator & Office Peon.**

Affix self-attested  
Recent Passport Size  
Colour photograph  
(Also provide three  
extra copy of  
photograph)  
Do not staple your  
photograph here

**To**  
**The Hon'ble Chairman,**  
**District Legal Services Authority,**  
**West Tripura District, Agartala**

**Subject:** Application for the post of.....

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**Sir,**

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of ..... under District Legal Services Authority, West  
Tripura, Agartala. Necessary particulars of my candidature are as follows:

<b>Name of the post applied for</b>	
<b>Name of the applicant (in Block Letters)</b>	
<b>Father's / Mother's / Husband's Name</b>	<b>Shri/ Smt / Late</b>
<b>Present Postal Address</b>	<b>Village.....</b> <b>PO:..... /</b> <b>Pin :.....</b> <b>PS:.....</b> <b>Sub-Division.....</b> <b>District.....</b>
<b>Date of Birth</b>	<b>.....YY .....MM.....DD</b>
<b>Nationality</b>	
<b>Caste Status</b>	<b>UR/ST/SC</b>

<b><i>Educational Qualification</i></b>	
<b><i>Technical Qualification in Computer Application</i></b>	
<b><i>Working experience, if any</i></b>	
<b><i>Other relevant information, if any</i></b>	
<b><i>Employment Exchange Registration No. if any,</i></b>	
<b><i>Contact No.</i></b>	<b><i>Mobile No:-</i></b> <b><i>WhatsApp number:</i></b> <b><i>E-mail ID:</i></b>

**Date :.....**

**Full Signature of the applicant**

**Place :.....**

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