



## **DISTRICT LEGAL SERVICES AUTHORITY UJJAIN-M.P.**

**Phone: 07342536266 Email- secdlsaujn@mp.gov.in**

**No. 759 /LADCS/DLSA/2025**

**Date:25-08-2025**

**NOTICE: INVITING APPLICATIONS FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS IN LEGAL AID DEFENSE COUNSEL OFFICE IN UJJAIN DISTRICT OF THE MADHYA PRADESH UNDER MP SLSA.**

The District 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.

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, has been 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. 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.

Applications are invited from eligible lawyers having requisite qualifications for Contractual full time engagement for the posts of **Chief Legal Aid Counsel-01, Deputy Chief Legal Aid Defense Counsels-03, Assistant Legal Aid Defense Counsels- 02** as per scheme in Ujjain District. 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 COURT UJJAIN(<https://ujjain.dcourts.gov.in/notice-category/recruitments/>) and also from Notice board of DLSA/DISTRICT COURT UJJAIN. The duly filled application form along with self-attested copies of required documents shall be submitted to DLSA UJJAIN through speed post at the address of "Secretary, District Legal Services Authority, ADR Center, District Court Campus, Ujjain- M.P., Pincode 456010" or in an envelope personally in the office of the Secretary, DLSA Ujjain on or before **15 September, 2025 by 17.00 Hrs.** Any application received after the due date shall not be considered.

Eligibility criteria/norms for the above posts are annexed below as APPENDIX-A,B,C along with the SOP.

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

**Secretary  
District Legal Services  
Authority Ujjain**



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

DISTRICT \_\_\_\_\_(M.P.)

Application No. \_\_\_\_\_  
(For Office use)

Photo

**APPLICATION FOR CHIEF/DEPUTY/ASSISTANT LEGAL AID DEFENSE COUNSEL**  
(Please ✓/tick)

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 15-09-2025) :
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/<br>University | Year of Passing | Obtained<br>Percentage<br>(aggregate) |
|----------------------------|------------------------------|-----------------|---------------------------------------|
| Graduation                 |                              |                 |                                       |
| Professional Degree<br>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 judgement if any.)
20. Whether empaneled 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/Complaints/ 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 copies of Five (5) Contested Judgments of Conviction.
  2. Self-Attested copies of Five (5) Contested Judgments of Acquittal (If available).
  3. Self-Attested copies of Five (5) Charge Order Sheets, revealing arguments on charge.
  4. Self-Attested copies of Five (5) Witness Statements recorded during Trial.
  5. Self-Attested copies of minimum Five (5) Memos/Vakalatnamas.
  6. Self-Attested copies of minimum Five (5) Bail Orders.
  7. L.L.M. Degree (if available)
  8. Ph.D. in Law (if available)
  9. Experience Certificate(s) related to practice on the Criminal side.



## 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 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 MP SL SA/DLSA Ujjain.

(Signature)

Place: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



## MADHYA PRADESH STATE LEGAL SERVICES AUTHORITY

### SOP FOR SELECTION OF LEGAL AID DEFENSE COUNSELS

It is the solemn duty of the State Legal Services Authorities to ensure that effective legal aid is provided to the eligible persons in criminal cases, in accordance with the constitutional mandate and principles of justice. To uphold the integrity and effectiveness of the legal defense system under the Legal Aid Defense Counsel Scheme, it is imperative that the process for selection and appointment of legal aid defense counsels be transparent, merit-based, and objective.

In this regard, the Madhya Pradesh State Legal Services Authority, vide Order No. 5793 dated 28.01.2023 and Order No. 1453 dated 22.06.2023, has undertaken a structured classification of districts into Categories A, B, and C. This categorization has been carried out to ensure a standardized and need-based deployment of legal aid defense counsels across the state, based on parameters such as case volume, workload, and judicial infrastructure.

| Category A                        | Category B                                                                                                         | Category C                                                                                                                                                                                                                                                                                                   |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Indore, Bhopal, Gwalior, Jabalpur | Burhanpur, Chhindwara, Dewas, Guna, Katni, Khandwa, Morena, Neemuch, Ratlam, Rewa, Sagar, Satna, Singrauli, Ujjain | Agarmalwa, Alirajpur, Anuppur, Ashoknagar, Balaghat, Barwani, Betul, Bhind, Chhatarpur, Damoh, Datia, Dhar, Dindori, Harda, Jhabua, Mandla, Mandleshwar, Mandsaur, Narmadapuram, Narsinghpur, Panna, Raisen, Rajgarh, Sehore, Seoni, Shahdol, Shajapur, Sheopur, Shivpuri, Sidhi, Tikamgarh, Umaria, Vidisha |

Vide Order No. 5793 dated 28.01.2023 and Order No. 1453 dated 22.06.2023, the State Legal Services Authority has fixed the honorarium structure for the posts of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel, and Assistant Legal Aid Defense Counsel under the Legal Aid Defense Counsel Scheme. This step has been taken to ensure uniformity, transparency, and financial clarity in the engagement of defense counsels, thereby facilitating the effective implementation of legal aid services across all districts.

| S. No. | Post                                   | Minimum Qualification                         | Category A | Category B | Category C |
|--------|----------------------------------------|-----------------------------------------------|------------|------------|------------|
| 1      | Chief Legal Aid Defense Counsel        | 10 Years practice at Bar in Sessions Court    | 80,000/-   | 70,000/-   | 65,000/-   |
| 2      | Deputy Chief Legal Aid Defense Counsel | 07 Years practice at Bar in Sessions Court    | 60,000/-   | 50,000/-   | 45,000/-   |
| 3      | Assistant Legal Aid Defense Counsel    | 0-3 Years practice at Bar in Magistrate Court | 35,000/-   | 30,000/-   | 25,000/-   |

As per Order Nos. 925 dated 02.07.2022, 659 dated 05.05.2023, and 1189 dated 12.06.2023, this Authority has approved the following number of posts for Chief, Deputy Chief, and Assistant Legal Aid Defense Counsels:

| S.No. | District   | Sanctioned post of Chief LADC | Sanctioned post of Deputy Chief LADC | Sanctioned post of Assistant LADC |
|-------|------------|-------------------------------|--------------------------------------|-----------------------------------|
| 1     | Agar malwa | 1                             | 2                                    | 2                                 |
| 2     | Alirajpur  | 1                             | 2                                    | 3                                 |
| 3     | Anuppur    | 1                             | 2                                    | 3                                 |

|    |              |   |   |   |
|----|--------------|---|---|---|
| 4  | Ashoknagar   | 1 | 2 | 3 |
| 5  | Balaghat     | 1 | 2 | 4 |
| 6  | Barwani      | 1 | 2 | 6 |
| 7  | Betul        | 1 | 2 | 3 |
| 8  | Bhind        | 1 | 2 | 3 |
| 9  | Bhopal       | 1 | 3 | 6 |
| 10 | Burhanpur    | 1 | 2 | 3 |
| 11 | Chhatarpur   | 1 | 2 | 3 |
| 12 | Chhindwara   | 1 | 2 | 6 |
| 13 | Damoh        | 1 | 2 | 3 |
| 14 | Datia        | 1 | 2 | 3 |
| 15 | Dewas        | 1 | 2 | 2 |
| 16 | Dhar         | 1 | 2 | 3 |
| 17 | Dindori      | 1 | 2 | 3 |
| 18 | Guna         | 1 | 2 | 3 |
| 19 | Gwalior      | 1 | 3 | 3 |
| 20 | Harda        | 1 | 2 | 2 |
| 21 | Indore       | 1 | 3 | 6 |
| 22 | Jabalpur     | 1 | 3 | 3 |
| 23 | Jhabua       | 1 | 2 | 2 |
| 24 | Katni        | 1 | 2 | 3 |
| 25 | Khandwa      | 1 | 2 | 3 |
| 26 | Mandla       | 1 | 2 | 2 |
| 27 | Mandleshwar  | 1 | 2 | 3 |
| 28 | Mandsaur     | 1 | 2 | 3 |
| 29 | Morena       | 1 | 2 | 3 |
| 30 | Narmadapuram | 1 | 2 | 3 |
| 31 | Narsinghpur  | 1 | 2 | 2 |
| 32 | Neemuch      | 1 | 2 | 3 |
| 33 | Panna        | 1 | 2 | 3 |
| 34 | Raisen       | 1 | 2 | 2 |
| 35 | Rajgarh      | 1 | 2 | 3 |
| 36 | Ratlam       | 1 | 2 | 3 |
| 37 | Rewa         | 1 | 2 | 2 |
| 38 | Sagar        | 1 | 2 | 2 |
| 39 | Satna        | 1 | 2 | 2 |
| 40 | Sehore       | 1 | 2 | 3 |
| 41 | Seoni        | 1 | 2 | 3 |

|    |              |           |            |            |
|----|--------------|-----------|------------|------------|
| 42 | Shahdol      | 1         | 2          | 2          |
| 43 | Shajapur     | 1         | 2          | 3          |
| 44 | Sheopur      | 1         | 2          | 3          |
| 45 | Shivpuri     | 1         | 3          | 2          |
| 46 | Sidhi        | 1         | 2          | 3          |
| 47 | Singrauli    | 1         | 2          | 3          |
| 48 | Tikamgarh    | 1         | 2          | 3          |
| 49 | Ujjain       | 1         | 3          | 2          |
| 50 | Umaria       | 1         | 2          | 2          |
| 51 | Vidisha      | 1         | 2          | 3          |
|    | <b>Total</b> | <b>51</b> | <b>108</b> | <b>152</b> |

The maximum number of Legal Aid Defense Counsels approved district-wise shall be reassessed by the Chairman, DLSA, for the next tenure. This reassessment will be based on the criterion that one Legal Aid Defense Counsel may handle up to a maximum of 35 cases. If the number of cases exceeds this limit, an additional post may be approved, subject to the sanctioned strength. However, the total number of Legal Aid Defense Counsel shall not exceed the maximum limit previously approved by this Authority.

In case the number of cases in a particular district is less than 35, the corresponding post of Legal Aid Defense Counsel may be reallocated to another district with a higher case load, in proportion to the need, with the prior approval of the Hon'ble Executive Chairman, MPSLSA, **in accordance with Clause 3 of the Legal Aid Defense Counsel (Modified) Scheme, 2022.**

Furthermore, during the contractual period of Legal Aid Defense Counsels, if any Deputy or Assistant Legal Aid Defense Counsel handles fewer than 35 cases, the workload of other Legal Aid Defense Counsels should be redistributed among all Legal Aid Defenses to ensure an equitable distribution of cases.

As per Modified Scheme of Legal Aid Defense Counsel, 2022, 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, SLSA. In the selection committee at least three senior most judicial officers posted at HQ, dealing mainly with criminal cases preferably sessions cases shall be included. No person with conflict of interest shall be part of selection process. After approval by the Executive Chairman, SLSA, engagement contract shall be executed between the Secretary DLSA and the person so engaged.

In furtherance of its commitment to ensure fair and effective legal representation to the accused, the Madhya Pradesh State Legal Services Authority has formulated a comprehensive Scheme for the Selection Process of Legal Aid Defense Counsels under the Legal Aid Defense Counsel System.

As part of this scheme, the concerned District Legal Services Authorities are directed to finalize the number of vacancies for LADCs in their respective districts and publish a notification in widely circulated daily newspapers of the state, inviting applications for engagement as Legal Aid Defense Counsel.

#### **Application Procedure:**

Interested candidates must submit their applications along with self-attested copies of the following documents:

1. Five (5) Contested Judgments of Conviction
2. Five (5) Contested Judgments of Acquittal (If available)
3. Five (5) Charge Order Sheets, revealing arguments on charge
4. Five (5) Witness Statements recorded during Trial
5. Minimum five (5) Memos/Vakalatnamas
6. Minimum five (5) Bail Orders

7. LL.M. Degree(if available)
8. Ph.D. in Law(if available)
9. Experience Certificate(s)related to practice on the Criminal side

**Selection Criteria:**

The selection of candidates shall be made on the basis of:

- Relevant experience and years of legal practice
- Quality and diversity of case handling (judgments and orders submitted)
- Professional skills and understanding of Criminal Law
- Communication Skills and Courtroom Demeanor
- Knowledge of Information Technology and Legal Software Tools
- Additional Higher Legal Qualifications (LL.M., Ph.D., etc.)

The Recruitment Committee, after verifying the documents submitted and conducting interviews, shall objectively assess each candidate on the basis of the parameters laid out in the marking criteria (**Appendix A, B & C**) and award points accordingly.

It is further clarified that all existing Legal Aid Defense Counsels shall be required to undergo the complete recruitment process each time their term is due for renewal. Their re-engagement shall not be automatic and will be subject to their participation in the fresh selection process, compliance with eligibility criteria, and evaluation based on merit, as prescribed in the scheme. This is to ensure transparency, accountability, and continued competence in the delivery of legal aid services.

The final selection shall be merit-based and aimed at ensuring the appointment of competent, committed, and skilled legal professionals for the effective delivery of legal aid services.



## **APPENDIX -A**

### **Selection Criteria for Chief LADC**

**Total 65 Points**

#### **Practice in Criminal Law**

**(Maximum 15 points)**

The points are awarded based on the candidate's years of experience:

- Requirement is minimum 10 years of practice in Criminal Law at the bar or above

#### ***Points Distribution:***

- Minimum points (10 years): 10 points
- Additional points: 1 mark for each additional year of experience beyond 10 years, up to a maximum of 15 points (for 15 years or more of experience).

#### **Example:**

- |                                   |   |           |
|-----------------------------------|---|-----------|
| • 10 years of experience          | → | 10 points |
| • 11 years of experience          | → | 11 points |
| • 15 or above years of experience | → | 15 points |

#### **Conduct of Criminal Trials in Session Courts (Maximum 30 points)**

**Criteria for marking is subject to number of cases in which they have appeared in trial**

- |                                     |           |
|-------------------------------------|-----------|
| i. Vakalatnama                      | 10 points |
| ii. Arguments on Charge             | 05 points |
| iii. Cross- Examination             | 05 points |
| iv. Decided Bail/other Applications | 05 points |
| v. Judgments                        | 05 points |

#### **Higher Qualifications**

- |                                     |           |
|-------------------------------------|-----------|
| • LLM (Master of Laws)              | 02 points |
| • PhD (Doctor of Philosophy in Law) | 03 points |

#### **Interview**

**(Maximum 10 points)**

#### **Additional points for Previous Experience:**

**(Maximum 05 points)**

*Note: Additionally, those candidates who are currently working as Legal Aid Defense Counsels in the same district may be awarded a maximum 5 extra points for their experience and contribution, which shall be added to the final score before preparation of the merit list.*

## **APPENDIX -B**

### **Selection Criteria for Deputy LADC**

**Total 63 Points**

#### **Practice in Criminal Law**

**(Maximum 13 points)**

The points are awarded based on the candidate's years of experience:

- Minimum 07 years of practice at the bar or above
- **Points Distribution:**
  - Minimum Points (07 years): 10 points
  - Additional Points: 1 point for each additional year of experience beyond 07 years, up to a maximum of 13points (for 10 years or more of experience).

#### **Example:**

- |                                   |       |           |
|-----------------------------------|-------|-----------|
| • 07 years of experience          | ————→ | 10 points |
| • 08 years of experience          | ————→ | 11 points |
| • 09 or above years of experience | ————→ | 12 points |
| • 10 years above experience       | ————→ | 13 points |

#### **Conduct of Criminal Trials in Session Courts (Maximum 30 points)**

**Criteria for marking is subject to number of cases in which they have appeared in trial**

- |                                     |           |
|-------------------------------------|-----------|
| i. Vakalatnama                      | 10 points |
| ii. Arguments on Charge             | 05 points |
| iii. Cross- Examination             | 05 points |
| iv. Decided Bail/other Applications | 05 points |
| v. Judgments                        | 05 points |

#### **Higher Qualifications**

- |                                     |           |
|-------------------------------------|-----------|
| • LLM (Master of Laws)              | 02 points |
| • PhD (Doctor of Philosophy in Law) | 03 points |

#### **Interview**

**(Maximum 10 points)**

#### **Additional points for Previous Experience:**

**(Maximum 05 points)**

*Note: Additionally, those candidates who are currently working as Legal Aid Defense Counsels in the same district may be awarded a maximum 5 extra points for their experience and contribution, which shall be added to the final score before preparation of the merit list.*

## APPENDIX -C

### Assistant LADC Selection Criteria

Total 66 Points

#### **Practice in Criminal Law**

**(Maximum 14 points)**

The points are awarded based on the candidate's years of experience:

- Minimum 0-3 years of practice at the bar or above
- **Points Distribution:**
  - Minimum Points (0-3 years): 10 points
  - Additional Points: 01 point for each additional year of experience beyond 03 years, up to a maximum of 14points for 07 years of experience.

#### **Example:**

- |                           |       |           |
|---------------------------|-------|-----------|
| • 0-3 years of experience | ————→ | 10 points |
| • 04 years of experience  | ————→ | 11 points |
| • 07 years of experience  | ————→ | 14 points |

#### **Conduct of Criminal Trials in Magistrate Courts (Maximum 30 points)**

- |                                     |           |
|-------------------------------------|-----------|
| i. Vakalatnama                      | 10 points |
| ii. Arguments on Charge             | 05 points |
| iii. Cross- Examination             | 05 points |
| iv. Decided Bail/other Applications | 05 points |
| v. Judgments                        | 05 points |

#### **Higher Qualifications**

- |                                     |           |
|-------------------------------------|-----------|
| • IT Knowledge                      | 02 points |
| • LLM (Master of Laws)              | 02 points |
| • PhD (Doctor of Philosophy in Law) | 03 points |

#### **Interview**

**(Maximum 10 points)**

#### **Additional points for Previous Experience:**

**(Maximum 05 points)**

*Note: Additionally, those candidates who are currently working as Legal Aid Defense Counsels in the same district may be awarded a maximum 5 extra points for their experience and contribution, which shall be added to the final score before preparation of the merit list.*