

**OFFICE OF CHIEF JUDICIAL MAGISTRATE-
CUM-SECRETARY,
DISTRICT LEGAL SERVICES AUTHORITY,
DISTRICT COURT, SECTOR 1, PANCHKULA**

ADVERTISEMENT

Applications are invited for the posts of Deputy Legal Aid Defence Counsel and Assistant Legal Aid Defence Counsel for the office of Legal Aid Defence Counsel System in District Court, Panchkula as mentioned below:-

Sr. No.	Name of Post	Nos.
1.	Deputy Legal Aid Defence Counsel	02
2.	Assistant Legal Aid Defence Counsel	03

For detailed advertisement, LADCS Scheme, Application Proforma, number of posts, qualifications, experience, honorarium, age etc. for the aforesaid posts, please visit official website of District Court, Panchkula i.e. "panchkula.dcourts.gov.in".

Application Form duly filled along with requisite documents should reach District Legal Services Authority, Panchkula latest by 13.06.2025 (before 05:00 P.M).

Note:- Those who have already applied for the post of Assistant Legal Aid Defence Counsel in response to advertisement dated 15.03.2024 need not apply again.

**Sd/-Chief Judicial Magistrate-cum-Secretary,
District Legal Services Authority, Panchkula**



DISTRICT LEGAL SERVICES AUTHORITY, **PANCHKULA**

No.

Dated:

Notice inviting applications for engagement as full time legal aid lawyers in Legal Aid Defence Counsel's Offices as Deputy Legal Aid Defence Counsel and Assistant Legal Aid Defence Counsel in District Panchkula.

The applications are invited from eligible lawyers having requisite qualifications for **Contractual full time engagement** for the posts of Deputy Legal Aid Defence Counsels and Assistant Legal Aid Defence Counsel as per Legal Aid Defence Counsel Scheme in District Panchkula as mentioned below:

Sr. No	Name of District	Engagement As	No. of persons to be engaged
1	Panchkula	Deputy Legal Aid Defence Counsel	2
		Assistant Legal Aid Defence Counsel	3

The qualification, work profile and honorarium payable for different posts is annexed as **Annexure A**. The lawyers selected shall not be allowed to take any other private cases or any other retainership. The engagement of lawyers as well as office staff shall be for a period of 2 years (extendable year to year based on the performance).

The duly filled applications form (**Annexure B**) along-with self-attested copies of documents be submitted through speed-post or in person latest by 13.06.2025 before 5:00 p.m. in the office of Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, Panchkula. (The complete correspondence address, email id and helpline number is attached as **Annexure C**).

Any incomplete or application form received after due date shall not be considered. Merely, applying for the engagement doesn't create any right or assurance in favour of the candidates.

Annexures as mentioned above may be downloaded from the official website of District Court, Panchkula i.e. "panchkula.dcourts.gov.in"..

sd/-
Secretary,
District Legal
Services Authority,
Panchkula.

[Click to download Annexure A – Qualification, Work Profile And Honorarium Payable](#)

[Click to download Annexure B - Application Form](#)

[Click to download Annexure C- Correspondence Address of DLSA](#)

For any other query please visit the O/o Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, Panchkula.

Annexure A
Qualification, Work Profile and Honorarium

Qualification and Work Profile

Sr. No. 1 **Deputy Legal Aid Defense Counsel**

Qualification:

1. Practice in Criminal law for at least 7 years
2. Excellent understanding of criminal law,
3. Excellent oral and written communication skills
4. Skill in legal research,
5. Thorough understanding of ethical duties of defence counsel,
6. Ability to work effectively and efficiently with others,
7. *Must have handled at least 15 criminal trials in Sessions Courts
8. IT Knowledge with proficiency in work.

**Reasonable relaxations in qualifications qua handling of criminal trials shall also be approved in appropriate cases (appropriate candidates) by the Hon'ble Executive Chairperson, HALSA in addition to already approved relaxations i.e. 15 criminal trials in Sessions Courts for Deputy Legal Aid Defence Counsels*

Work Profile

- 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.

Sr. No. 2 **Assistant Legal Aid Defence Counsel**

Qualification:

1. Practice in criminal law from 0 to 3 years.
2. Good oral and written communication skills.
3. Thorough understanding of ethical duties of defence counsel.
4. Ability to work effectively and efficiently with others.
5. Excellent writing and research skills.
6. IT Knowledge with high proficiency in work.

Work Profile

- 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,

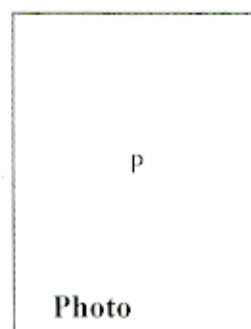
- Assisting in developing a defence strategy after sifting through all of the evidence collected by the prosecution and after hearing the accused's version of what happened during the alleged crime in question,
- Visiting location/area of alleged crime, having discussions with family members etc , for 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,

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

STATE _____

DISTRICT _____

Application No. _____
(For Office use)



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 01.05.2025) :
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

judgement 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 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 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 5 Sessions cases, represented as Defense lawyer, (for the post of Chief/Deputy Legal Aid Defense Counsel).
 6. Photocopies of at least 5 cross examinations in Sessions cases (for Chief/Deputy Legal Aid Defense Counsel).

(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 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 SLSA/DLSA concerned.

(Signature)

Place: _____

Date: _____

Address of District Legal Services Authorities

Sr. No.	District
1	District Legal Services Authority ADR Centre, District Courts Complex, Panchkula Helpline : 0172-2585566, Email : dlsapkl@yahoo.co.in