

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY

Andaman & Nicobar Islands
Email: dlsainandamanportblair@gmail.com

No. 181-2025/DLSA/ANI/LADCS

Dated: 08.10.2025

NOTIFICATION

Sub: Engagement of full-time Chief Legal Aid Defense Counsel, Deputy Legal Aid Defense Counsel and Assistant Legal Aid Defense Counsel on contract basis under the Legal Aid Defense Counsel System (LADCS).

Ref:

1. NALSA - Legal Aid Defense Counsel Modified Scheme, 2022.
2. A&N SLA Letter No. 15-85/2022-SLSA, dated 13.06.2024

1. Invitation for Applications

Offline applications in the prescribed proforma (enclosed) are invited by the District Legal Services Authority, Andaman & Nicobar Islands, from eligible candidates for engagement as Chief Legal Aid Defense Counsel, Deputy Legal Aid Defense Counsel, Assistant Legal Aid Defense Counsel, Office Assistant/Clerks, Receptionist -cum- Data Entry Operator (Typist) and Office Peon (Munshi/Attendant) on a purely contractual basis for a period of two years under the Legal Aid Defense Counsel System (LADCS), with the possibility of extension subject to satisfactory performance.

a) District: South Andaman (Port Blair)

- i) Chief Legal Aid Defense Counsel - 01
- ii) Deputy Chief Legal Aid Defense Counsel - 03
- iii) Assistant Legal Aid Defense Counsel - 04
- iv) Office Assistants/Clerks - 01
- v) Receptionist -cum-Data Entry Operator (typist) - 01
- vi) Office Peon (Munshi/Attendant) - 01

b) District: North And Middle Andaman (Mayabunder)

- i) Assistant Legal Aid Defense Counsel - 02
- ii) Office Assistants/Clerks - 01
- iii) Receptionist -cum-Data Entry Operator (typist) - 01
- iv) Office Peon (Munshi/Attendant) - 01

c) District: Car Nicobar (Campbell Bay)

- i) Assistant Legal Aid Defense Counsel - 01
- ii) Office Assistants/Clerks - 01
- iii) Receptionist -cum-Data Entry Operator (typist) - 01
- iv) Office Peon (Munshi/Attendant) - 01

2. Posts, Number of Vacancies and Qualifications

Sl. No.	Name of the Post	No. of Post	Minimum Qualifications & Experience
1	Chief Legal Aid Defense Counsel	01	<ul style="list-style-type: none">• 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 defense 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 30 criminal cases can be relaxed in appropriate circumstances,• Knowledge of computer system is preferable.• Quality to lead the team with capacity to manage the office,
2	Deputy Legal Aid Defense Counsel	03	<ul style="list-style-type: none">• Practice in Criminal law for at least 7 years,• Excellent understanding of criminal law,• Excellent oral and written communication skills,• Skill in legal research, <p>Thorough understanding of ethical duties of defense counsel, Ability to work effectively and efficiently with others,</p> <p>Must have handled at least 20 criminal trials in Sessions Courts, may be relaxed in exceptional circumstances, by Hon'ble executive Chairman, SLSA,</p> <ul style="list-style-type: none">• IT Knowledge with proficiency in work.
3	Assistant Legal Aid Defense Counsel	07	<ul style="list-style-type: none">• Practice in criminal law from 0 to 3 years.• Good oral and written communication

			<p>skills.</p> <ul style="list-style-type: none"> • Thorough understanding of ethical duties of defense counsel. • Ability to work effectively and efficiently with others. • Excellent writing and research skills. • IT Knowledge with high proficiency in work.
4	Office Assistants/Clerks	03	<ul style="list-style-type: none"> • Educational Qualification: Graduation, • Basic word processing skills and the ability to operate computer and skills to feed data, • Good Typing speed with proper setting of petition, • Ability to take dictation and prepare files for presentation in the Courts, • File maintenance and processing knowledge.
5	Receptionist -cum- Data Entry Operator (Typist)	03	<ul style="list-style-type: none"> • Educational Qualification: Graduation, • Excellent verbal and written communication skills, • Word and data processing abilities, • The ability to work telecommunication systems (telephones, fax machines, switchboards etc), • Proficiency with good typing speed.
6	Office Peon (Munshi/Attendant)	03	10 th Pass

3. Work Profiles

a) Chief Legal Aid Defense Counsel

1. 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 maintenance of up-to-date record of legal aided cases,
- Will be overall in charge of administration of the office of Legal Aid Defense Counsel Office,
- Ensure quality 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 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(s) in conduct of legal aid 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 of 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,

d) Office Assistant

- Keeping updated record of legal aided cases,
- Uploading the updated record/progress of the legal aided 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,
- 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.

e) Receptionist-cum-Data Entry Operator

- Greeting clients and visitors and answering visitor inquiries,
- 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.

f) Office peon (Munshi/Attendant)

- General work of MTS, Munshi or 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, misc. work etc.
- Any other work assigned by Legal Services Authority.

6. Termination of Services:

Services of any human resource including 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 the directions by SLSA in writing:

- He/she substantially breaches any duty or service required in the office, or
- 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
- Charged or Convicted for any offence by any court of law, or
- Indulges in any type of political activities, or
- Found incapable of rendering professional services of the required standards, or
- Failure to attend training programmes without any sufficient cause, or
- Indulges in activities prejudicial to the working of legal aid defense counsel office, or
- Uses his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/herself or others, or
- Acts in breach of code of ethics, or
- Remains absent without leave for more than two weeks, or
- If services are found unsatisfactory during the six-monthly performance review by the SLSA or DLSA.

- Engagement is contractual for two years, extendable based on performance. Services may be terminated without notice for breach of duties, misconduct, absence without leave, political activities, or poor performance.

4. Remuneration

Sl. No.	Post	Monthly Honorarium
1.	Chief Legal Aid Defense Counsel	₹70,000/-
2.	Deputy Legal Aid Defense Counsel	₹45,000/-
3.	Assistant Legal Aid Defense Counsel	₹30,000/-
4.	Monthly salary of Office Assistants	₹20,000/-
5.	Monthly salary of Receptionist-cum-Data Entry Operator	₹18,000/-
6.	Monthly salary of Office peon	₹15,000/-

5. Submission of Applications

Last Date for Submission	24.10.2025 (before 5:00 PM)
To be Submitted at	The Secretary, District Legal Services Authority, ADR Building, Opp: District Court, Port Blair, Andaman & Nicobar Islands.

By order of
Hon’ble District & Sessions Judge-cum-Chairman,
District Legal Services Authority, Andaman & Nicobar Islands



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY

Andaman & Nicobar Islands

(Under the aegis of National Legal Services Authority)

ADR Building, Opposite District Court, Port Blair – 744101

APPLICATION FORM FOR ENGAGEMENT UNDER LEGAL AID DEFENSE COUNSEL SYSTEM (LADCS)

(To be filled in by the applicant and submitted before 24.10.2025[MONDAY], 5:00 PM)

1. Post Applied For

Post Applied For	
District	
Application No. (For Office Use)	
Date of Application	

2. Applicant Personal Details

Full Name	
Father / Husband Name	
Date of Birth (DD-MM-YYYY)	
Age	
Gender	
Nationality	
Residential Address	
Office / Chamber Address	
Mobile No.	
Telephone No. (Office)	
Telephone No. (Residence)	
E-mail ID	
Aadhaar No.	
PAN No.	

3. Educational Qualifications

Qualification	Board / University	Year of Passing	Percentage / Grade
Graduation			
LL.B			
LL.M (if any)			
Other Qualifications			

4. Advocate Details (if applicable)

Date of Enrollment as Advocate	
Enrollment Number	
Bar Council / State	
Date of Commencement of Practice	
Total Years of Practice	
Courts Where Regularly Practising	
Bar Association Membership (Attach Certificate)	

5. Experience and Case Details

Total Number of Cases Handled	
Nature of Cases Handled	
Number of Sessions Trials Handled	
Notable Cases / Reported Judgments (Brief)	
Empanelled with Central / State Govt. / PSU as Counsel	
If Yes, Details	

6. IT and Other Relevant Skills

Computer / IT Skills (e.g., MS Word, Excel, NALSA Portal etc.)	
Typing Speed (wpm)	
Other Relevant Skills	

7. Eligibility Declaration for Specific Posts

- ☒ Tick the appropriate post and attach supporting documents:
- ☐ Chief Legal Aid Defense Counsel — 10 years’ criminal law practice, handled 30 Sessions trials, leadership experience.
- ☐ Deputy Legal Aid Defense Counsel — 7 years’ criminal law practice, handled 20 Sessions trials.
- ☐ Assistant Legal Aid Defense Counsel — 0-3 years’ criminal law practice.
- ☐ Office Assistant / Receptionist / Office Peon — as per notification requirements.

Documentary Proof Attached: Years of Practice ☐ Sessions Trials ☐ Leadership Experience ☐ IT Skills ☐ Other ☐

8. Documents Enclosed Checklist

Sl. No.	Document	Attached (Yes/No)
1	Educational Certificates & Degree Documents	
2	Advocate Enrollment Certificate	
3	Bar Association Membership Certificate	
4	Experience Certificate(s) from Bar / Court	
5	Empanelment / Appointment Letters	
6	Photocopies of Judgments or Case Records	
7	Photo ID Proof (Aadhaar / Passport / Voter ID)	
8	Latest ITR Copies for Last 3 Years	
9	Recent Passport-size Photograph (Signed on Back)	
10	Any Other Supporting Documents (List)	

9. Declaration

I hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief.

I understand that any misrepresentation or suppression of facts shall disqualify me or lead to termination if engaged.

I agree to abide by the terms and conditions of engagement and consent to verification of my documents and antecedents.

Place: _____

Date: _____

Signature of Applicant: _____

Name (in Block Letters): _____

10. For Office Use Only

Application Received By	
Date & Time of Receipt	
Receipt No.	
Verified Documents	
Remarks	
Recommendation of Selection Committee	
Final Decision	