DISTRICT LEGAL SERVICES AUTHORITY
SRI MUKTSAR SAHIB.

Phone No. 01633-261124
E-mail: dlsa.mksr@punjab.gov.in

Public Notice

Applications are invited from eligible candidates having requisite qualifications for Contractual full-time engagement for 1 post of Deputy Chief Legal Aid Defense Counsel and 2 post of Assistant Legal Aid Defense Counsel for the office of Legal Aid Defense Counsel System (LADCS), Sri Muktsar Sahib. The details of advertisement thereof has been uploaded on the website of this office https://muktsarsahib.dcourts.gov.in./. The Last date for submission of application is 20.12.2025 up to 05:00 PM.

Dated: 04.12.2025

Sd/-
Chairman
District Legal Services Authority
Sri Muktsar Sahib.

ਜ਼ਿਲ੍ਹਾ ਕਾਨੂੰਨੀ ਸੇਵਾਵਾਂ ਅਥਾਰਟੀ, ਸ੍ਰੀ ਮੁਕਤਸਰ ਸਾਹਿਬ

ਕੋਰਟ ਕੰਪਲੈਕਸ, ਸ੍ਰੀ ਮੁਕਤਸਰ ਸਾਹਿਬ।

ਫੋਨ ਨੰ. 01633-261124

ਈਮੇਲ: dlsa.mksr@punjab.gov.in

ਜਨਤਕ ਸੂਚਨਾ

ਜ਼ਿਲ੍ਹਾ ਕਾਨੂੰਨੀ ਸੇਵਾਵਾਂ ਅਥਾਰਟੀ, ਸ੍ਰੀ ਮੁਕਤਸਰ ਸਾਹਿਬ ਵਿੱਚ ਸਥਾਪਿਤ ਲੀਗਲ ਏਡ ਡਿਫੈਂਸ ਕੌਂਸਲ ਸਿਸਟਮ ਦੇ ਦਫ਼ਤਰ ਲਈ ਇੱਕ ਡਿਪਟੀ ਚੀਫ ਲੀਗਲ ਏਡ ਡਿਫੈਂਸ ਕੌਂਸਲ ਅਤੇ ਦੋ ਅਸਿਸਟੈਂਸ ਲੀਗਲ ਏਡ ਡਿਫੈਂਸ ਕੌਂਸਲ ਦੀ ਅਸਾਮੀ ਲਈ ਯੋਗ ਉਮੀਦਵਾਰਾਂ ਤੋਂ ਬਿਨੈਪੱਤਰਾਂ ਦੀ ਮੰਗ **ਮਿਤੀ 20.12.2025, ਸ਼ਾਮ 05:00** ਵਜੇ ਤੱਕ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਵਿਸਥਾਰਿਤ ਜਾਣਕਾਰੀ ਲਈ ਉਮੀਦਵਾਰਾਂ ਨੂੰ ਵਿਭਾਗ ਦੀ ਵੈੱਬ-ਸਾਈਟ **https://muktsarsahib.dcourts.gov.in/** ਚੈੱਕ ਕਰਨ ਦੀ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

Sd/-
ਚੇਅਰਮੈਨ
ਜ਼ਿਲ੍ਹਾ ਕਾਨੂੰਨੀ ਸੇਵਾਵਾਂ ਅਥਾਰਟੀ,
ਜ਼ਿਲ੍ਹਾ ਅਤੇ ਸੈਸ਼ਨਜ਼ ਜੱਜ , ਸ੍ਰੀ ਮੁਕਤਸਰ ਸਾਹਿਬ।

Dated: 04.12.2025

GUIDELINES FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS IN LEGAL AID DEFENSE COUNSELS IN DISTRICT LEGAL SERVICES AUTHORITY, SRI MUKTSAR SAHIB.

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:

a. Legal Advice and Assistance to all individuals visiting the office,
b. Representation/Conducting trial and appeals including all miscellaneous work in all criminal courts such as Sessions, Special and Magistrate Courts including executive courts,
c. Handling Remand and Bail work,
d. Providing legal assistance at pre-arrest stage as per need and also in accordance with NALSA's scheme for providing such assistance,
e. Any other legal aided work related to District Courts or asassigned by the Secretary DLSA,
f. 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 SLSA. Legal Aid Defense 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 SLSA 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, SLSA. 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, SLSA, engagement contract will be executed between the Secretary DLSA and the person so engaged. The eligibility criterions are as follows:-

3. **Qualifications for Deputy Chief Legal Aid Defense Counsel:**
   (a) Practice in Criminal law for at least 7 years,
   (b) Excellent understanding of criminal law,
   (c) Excellent oral and written communication skills,
   (d) Skill in legal research,
   (e) Thorough understanding of ethical duties of defense counsel,
   (f) Ability to work effectively and efficiently with others,
   (g) Must have handled at least 20 criminal trials in Sessions Courts, may be relaxed in exceptional circumstances, by Hon'ble executive Chairman, SLSA,
   (h) IT Knowledge with proficiency in work.

4. **Qualification for Assistant Legal Aid Defense Counsel:**.
   (i) Practice in criminal law from 0 to 3 years.
   (j) Good oral and written communication skills.
   (k) Thorough understanding of ethical duties of defense counsel.
   (l) Ability to work effectively and efficiently with others.
   (m) Excellent writing and research skills.
   (n) 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 Profiles:**
6. **Deputy Chief Legal Aid Defense Counsel.**
   a. Conducting trials/ appeals/ Remand work /Bail applications/visits to prisons etc., as assigned by Chief Legal Aid Defense Counsel.
   b. Filing and arguing appeals and bail applications in Courts.
   c. Maintaining complete case files.
   d. Doing legal research in legal aided cases and guiding assistant legal Aid Defense Counsel and law students attached with the office in legal research.
   e. Proper client interviews at various stages for quality researchwork and representation at remand, trial and appellate stage.
   f. All or any of the work of the Chief defense Counsel as per assignment,
   g. Any work/duty assigned by Legal Services Authority.
7. **Assistant Legal Aid Defense Counsel.**
   a. Filing of cases, conducting trials in Magistrate trial cases,
   b. Remand/bail and other miscellaneous work,
   c. legal research in legal aided cases,
   d. Visits to Prison and Legal aid Clinics as per directions,
   e. Providing assistance at pre-arrest stage to suspects,
   f. Assisting Chief Legal Aid Defense Counsel and DeputyLegal Aid.

Defense Counsel in conduct of legal aided cases,

g. Assisting in developing a defense strategy after sifting through all of the evidence collected by the prosecution and after hearing the accused's version of what happened duringthe alleged crime in question,
h. Visiting location/area of alleged crime, having discussionswith family members etc , for effective and meaningful input for defense strategy,
i. Handling queries of legal aid seekers,
j. Updating legal aid seekers about the progress of their cases,
k. Assisting in maintaining complete files of legal aided cases,
l. Handling legal queries relating to criminal matters on telephone,
m. Any other work related to legal aid assigned by ChiefLegal Aid Defense Counsel,
n. Any work/duty assigned by Legal Services Authority,

8. 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:

a. He/she substantially breaches any duty or service required in the office, or
b. Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or hisfriend or relative, or
c. Charged or Convicted for any offence by any court of law, or
d. Indulges in any type of political activities, or
e. Found incapable of rendering professional services of the required standards, or
f. Failure to attend training programmes without any sufficientcause, or
g. Indulges in activities prejudicial to the working of legal aiddefense counsel office, or
h. Using his/her position in legal aid defense counsel officeto secure unwarranted privileges or advantages for him/herself or others, or
i. Acts in breach of code of ethics, or
j. Remains absent without leave for more than two weeks, or
k. If services are found unsatisfactory during the six monthly performance review by the SLSA or DLSA.

9. Code of Ethics:

Personnel engaged in the office of Legal Aid Defense Counselshall observe the following code of ethics:

a. No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.

· No personnel shall will fully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she

obtained, received or acquired during the fulfillment of his/her official duties and which is not available to members of the general public.

- 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.
- No personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.
- No personnel within the office of Legal Aid Defense Counsel shall solicit, agree to accept or accept, whether directly or indirectly, any gift, favor, 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 offeredfor the purpose of influencing him/her in, or rewarding him/her for, the discharge of his/her official duties.
- Legal Aid Defense Counsel shall devote his/her full time tohis/her duties for the office of Legal Aid Defense Counsel and shall not engage in private practice of law during the term of employment.
- 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.
- Legal Aid Defense Counsel shall also follow the code of ethics prescribed by Bar Council of India for lawyers.

10. Entitlement to Leave:

i. Deputy Legal Aid Defense Counsel shall be eligible for 15 days' leave in a calendar year onpro-rata basis.
ii. Assistant Counsel Legal Aid Defense Counsel shall be eligiblefor 12 days' leave in a calendar year on pro-rata basis.
iii. 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.
iv. Un-availed leave shall neither be carried forward to next year nor encashed.

11. Role of State Legal Services Authority and District Legal Services Authority:

a. Office space planning, and providing infrastructure for office preferably inside or in proximity to court complex.
b. Providing Office furniture, Office equipment including computers, printer, internet connectivity and other equipment.
c. Purchasing office supplies on need basis.
d. Engaging human resource requirement for Legal aidCounsel System Office.
e. Ensuring proper functioning of Legal aid Counsel System Office.
f. Ensuring effective monitoring and mentoring.

g. Periodical evaluation of legal services delivered through Legal aid Counsel System Office.
h. Regular trainings and refresher courses for legal aid counselengaged in Legal aid Counsel System Office.
i. Renovation of office space when necessary.
j. Providing Books such as Bare Acts and Commentaries forLegal Aid Defense Counsel Office
k. Providing Legal Research Software.
l. Timely payment of monthly honorarium to legal aid counsel and all staff engaged for Legal aid defense counsel office.
m. Payment with regard to expert witnesses, if their services aretaken.
n. Payment for expenses incidental such as travelling expenses etc.
o. Information/promotional campaigns/programmes with regard toLegal aid Defense counsel office.

12. 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 areasin Legal aid defense counsel office:

a. Legal research in criminal cases,
b. Visiting scenes of crimes,
c. Interviewing accused and their family members and other relevant persons,
d. Visits of Prisons and Legal Aid clinics,
e. Associating in campaign undertaken,
f. 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 up to 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.

13. Monitoring and Evaluation:

i. The work and performance shall be closely monitored by the Secretary DLSA and a monthly review meeting will be organized 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 organized by the Member Secretary, SLSA and minutes shall be send to NALSA. On half yearly basis review meeting shall be organized 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.

ii. Monitoring and Mentoring Committee shall monitor legal aid work of Legal Aid Defense Counsel Office.

iii. The Chief Legal Aid Defense Counsel shall be involved in monitoring & mentoring of Legal Aid cases of the district.

14. Honorarium (Retainer ship fee):

Category	Class A Town	Class B Town	Class C Town
Deputy Chief Legal Aid Defense Counsel	75,000/-	60,000/-	50,000/-
Assistant Legal Aid Defense Counsel	45,000/-	35,000/-	30,000/-

Note: In case of any discrepancy, please refer to approved scheme by NALSA.

OFFICE OF THE DISTRICT & SESSIONS JUDGE -CUM-CHAIRMAN, DISTRICT LEGAL SERVICES AUTHORITY, SRI MUKTSAR SAHIB

No. 159 **/LADCS/SMS** **Dated:** 4/12/2025

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS FULLTIME LEGAL AID LAWYERS IN LEGAL AID DEFENSE COUNSEL OFFICE IN DISTRICT LEGAL SERVICES AUTHORITY, SRI MUKTSAR SAHIB.

The Punjab State Legal Services Authority, established under the Legal Services Authorities Act, 1987 with mandate to provide free and competent legal services to the under privileged 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 the basis of equal opportunity to all.

Realizing the need to ponder over there forms 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 involves 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.

In view of the letter No. PULSA/2025/7826-7827 dated 11.11.2025 and letter No. PULSA/2025/8061 dated 19.11.2025 of Punjab State Legal Service Authority, S.A.S Nagar, Mohali and for the last three months in which legal aid provided in criminal cases, following applications for following posts are required. Applications are invited from eligible persons to work full time on contract basis for a period of Two years in **"LEGAL AID DEFENSE COUNSEL SYSTEM"** dealing exclusively with Legal Aided matter in Criminal Cases, proposed to be established in the District Legal Services Authority, Sri Muktsar Sahib. The Lawyers so engaged there in will not be allowed to take any other private cases or any other retainer ship. The category wise breakup of the posts of Legal Aid Defense Counsel in the District Sri Muktsar Sahib are as follows:-

Sr. No.	Name of Post	Number of vacancies	Monthly remuneration
1.	Deputy Chief Legal Aid Defense Counsel	01	50,000/-
2.	Assistant Legal Aid Defense Counsel	02	30,000/- each

Important Dates:

- Last date for Submission of Application ***20.12.2025,05:00 pm***

How to apply:

The standard form of application is available in Sri Muktsar Sahib e-court website https://muktsarsahib.dcourts.gov.in/ which shall be used for applying for the post along with two number of passport photographs and the applicants shall enclose self-attested photocopies of educational qualification along with experience certificate.

Submission of Application:

Separate application format for the post of Deputy Chief Legal Aid Defense Counsel and Assistant Legal Aid Defense Counsel is enclosed herewith.

The duly filled application in the prescribed format along with self attested copy of certificates and all other supportive documents should be submitted in person (or) by post on or before ***20.12.2025, 05:00*** **p.m.** to the following address:

District Legal Services Authority,
Second Floor, New Judicial Court Complex,
Sri Muktsar Sahib-152026

Note: - Super scribe the envelope as Application for the post of _____ in Legal Aid Defense Counsel System (LADCS) in DLSA, Sri Muktsar Sahib.

1. The applicants should submit the mobile/contact number in their applications for further required communication, if any.
2. Incomplete application will be rejected without as signing any reasons.
3. No application will be entertained after the last date fixed.
4. Before applying for the post, the candidate should ensure that he/she fulfill eligibility criteria. This office shall reject the applications for not fulfilling the requisite eligibility criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service.
5. Eligible candidates will appear along with their original testimonials in the office of undersigned on the date fixed for interview. No TA/DA will be given to the candidate for the said purpose.

6. Number of posts may be increased or decreased due to administrative exigencies. In case of **cancellation/postponement** of the interview due to administrative reasons, this office shall not be responsible.

7. Copy of 30 judgments be sent, showing the name of the applicant as the counsel in the said cases.

Proforma for the application is also available on the official website of this office i.e. https://muktsarsahib.dcourts.gov.in/

The candidate will be solely responsible to appear in the interview.

No separate information in this regard will be sent to the candidates.

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

Note 2: Qualification details and other requisite information are annexed herewith.

Dated: 04.12.2025

Place: Sri Muktsar Sahib

Raj Kumar
District & Sessions Judge -cum
Chairman
District Legal Services Authority
Sri Muktsar Sahib.

Endst. No. 159 /LADCS/SMS dated 4/12/2025

Copy forwarded to:-

1) The Learned Member Secretary, Punjab State legal Service Authority, S.A.S. Nagar, Mohali for kind information.
2) The District Employment Generation and Training Officer for sending the list of eligible candidates to this office.
3) All the Judicial Officers posted at Sessions Division, Sri Muktsar Sahib with the request to get the public notice displayed on the notice board of their respective Courts.
4) System Assistant of this office to upload the same on the official website of this office.
5) The Manager, **"The Tribune and Jagbani"** for publishing the same on the newspaper and sending the bill along with the copy of advertisement to this office for payment.

Raj Kumar
District & Sessions Judge –cum
Chairman
District Legal Services Authority
Sri Muktsar Sahib.

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

STATE_____

DISTRICT_____

Application No. _____(For Office use)

Photo

APPLICATION FOR DEPUTY CHIEF/ ASSISTANT LEGAL AID DEFENSE COUNSEL

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-12-2025) :
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 Lawyers:

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 judgment 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 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/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-AttestedcopyofCertificateinEnrollmentissuedbytheBarCouncilundertheAdvocatesAct, 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 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)

SELF DECLARATION

I _____ son of _____ aged about, _____ resident of _____ 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 fulfill 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 SLSA/DLSA concerned.

(Signature)

Enrollment No._____

Place:_____

Date:_____