District Legal Services Authority, Khammam.
NOTIFICATION

Dis No. 739 /LADCS/2025 Date: 21-05-2025

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS IN LEGAL AID DEFENCE COUNSEL OFFICE IN DISTRICT LEGAL SERVICES AUTHORITY, KHAMMAM.

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Applications are invited from eligible lawyers having requisite qualifications for Contractual full time engagement for the posts of Chief Legal Aid Counsel and Deputy Chief Legal Aid Defence Counsel as under:-

Sl.No	Name of the post	No. of vacancies
1	Chief Legal Aid Counsel	01
2	Deputy Chief Legal Aid Counsel	01

The Lawyers so engaged therein will not be allowed to take any other private cases or any other retainer ship.

The guidelines for engagement along with application form is enclosed herewith. The duly filled application form along with self-attested copies of documents shall be submitted to DLSA, Khammam by way of speed post or personally in the office of the Secretary, DLSA on or before 31-05-2025 **by 17.00 Hrs**. Any application received after due date shall not be considered.

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

21/05/25

PRL.DISTRICT JUDGE-CUM-CHAIRMAN,
DISTRICT LEGAL SERVICES AUTHORITY
KHAMMAM.

Encl: Application form and Guidelines.

Copy to:
The System Officer, District Court, Khammam, with a direction to upload the notification in the Official Website of District Court, Khammam.

GUIDELINES FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS IN LEGAL AID DEFENCE COUNSELS IN DLSAs

1 **Scope of Work:**

Legal Aid Defence 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 Defence Counsel Office:

- Legal Advice and Assistance to all individuals visiting the office,
- Representation/Conducting trial and appeals including all miscellaneous work in all criminal courts such as Sessions, Special and Magistrate Courts including executive courts,
- Handling Remand and Bail work,
- Providing legal assistance at pre-arrest stage as per need and also in accordance with NALSA's scheme for providing such assistance,
- Any other legal aided work related to District Courts or as assigned by the Secretary DLSA,
- Periodic visit of Prisons of the district under the guidance of the Secretary, DLSA.

Selection Procedure:

a Qualifications for Chief Legal Aid Defence Counsel:

- 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 defence 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 of 30 criminal cases can be relaxed in appropriate circumstances,
- Knowledge of computer system, preferable.
- Quality to lead the team with capacity to manage the office.
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b Qualifications for Deputy Chief Legal Aid Defence Counsel:

- Practice in Criminal law for at least 7 years,
- Excellent understanding of criminal law,
- Excellent oral and written communication skills,
- Skill in legal research,
- Thorough understanding of ethical duties of defence counsel,
- Ability to work effectively and efficiently with others,

- Must have handled at least 20 criminal trials in Sessions Courts, may be relaxed in exceptional circumstances, by Hon'ble executive Chairman, SLSA,
- IT Knowledge with proficiency in work.

Note: Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances with the approval of the Executive Chairman SLSA.

2 Work Profiles :

a Chief Legal Aid Defence Counsel

- Conducting trials and appeals and bail matters in courts along with deputy chief & assistant legal Aid Defence Counsels,
- Assigning duties to deputy legal Aid Defence Counsels in the office,
- Assigning duties of Assistant legal Aid Defence Counsel for assisting him and Deputy Chief legal Aid Defence 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 maintaining of up to date record of legal aided cases including google sheet
- Will be overall incharge of administration the office of Legal Aid Defence Counsel Office.
- Ensure quality of 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 Defence Counsel.

- Conducting trials/ appeals/ Remand work /Bail applications/visits to prisons etc., as assigned by Chief Legal Aid Defence 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 Defence 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.

3 Termination of Services:

Services of any legal aid Defence counsel engaged in the office of Legal Aid Defence Counsel can be terminated at any timewithout any prior notice in the following cases by the Chairman, DLSA on recommendation of the Secretary DLSA or on directions by SLSA in writing:

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

4 Code of Ethics:

Personnel engaged in the office of Legal Aid Defence Counsel shall observe the following code of ethics:

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

ii No personnel shall wilfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during the fulfilment of his/her official duties and which is not available to members of the general public.

iii No personnel within the office of Legal Aid Defence Counsel shall make use of his/her office or employment for the purpose of promoting or advertising any outside activity.

iv No personnel within the office of Legal Aid Defence Counsel shall engage in any outside activity or act as an independent practitioner.

v No personnel within the office of Legal Aid Defence Counsel shall solicit, agree to accept or accept, whether directly or indirectly, any gift, favour, 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 offered for the purpose of influencing him/her in, or rewarding him/her for, the discharge of his/her official duties.

vi Legal Aid Defence Counsel shall devote his/her full time to his/her duties for the office of Legal Aid Defence Counsel and shall not engage in private practice of law during the term of employment.

vii Every Personnel of the office of Legal Aid Defence Counsel shall strive to preserve the public's confidence in the office's fair and impartial execution of its duties and responsibilities.

viii Legal Aid Defence Counsel shall also follow the code of ethics prescribed by Bar Council of India for lawyers.

5 **Entitlement to Leave**:

- Chief Legal Aid Defence Counsel and Deputy Legal Aid Defence Counsel shall be eligible for 15 days' leave in a calendar year on pro-rata basis.
- No remuneration for the period of absence in excess of the admissible leave will be paid to the human resource of Legal Aid Defence Counsel Office.
- Un-availed leave shall neither be carried forward to next year nor encashed.

6 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 Defence Counsel office as to give them meaningful exposure to practical aspects of criminal law including preparing a Defence strategy and doing legal research in various factual scenarios. Law students may be so engaged in the following areas in Legal aid Defence counsel office:

- Legal research in criminal cases,
- Visiting scenes of crimes,
- Interviewing accused and their family members and other relevant persons,
- Visits of Prisons and Legal Aid clinics,
- Associating in campaign undertaken,
- Assist in sifting through all of the evidence collected by the prosecution and providing effective input for preparing Defence strategy.

The internship to law students can be offered for a period upto 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 Defence Counsel & Secretary, DLSA.

9. Monitoring and Evaluation:

- The work and performance shall be closely monitored by the Secretary DLSA and a monthly review meeting will be organised 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 organised by the Member Secretary, SLSA and minutes shall be send to NALSA. On half yearly basis review meeting shall be organised 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.
- Monitoring and Mentoring Committee shall monitor legal aid work ofLegal Aid Defence Counsel Office.
- The Chief Legal Aid Defence Counsel shall be involved in monitoring & mentoring of Legal Aid cases of the district.

10. Honorarium (Retainership fee):

For Class-A towns (Population more than 10 lacs)

1	Chief Legal Aid Defence Counsel	₹ 70,000 to 1,00,000/-
2	Deputy Chief Legal Aid Defence Counsel	₹ 50,000 to 75,000/- each

For Class-B towns (Population more than 2 lacs but below 10 lacs)

1	Chief Legal Aid Defence Counsel	₹ 65,000 to 80,000/-
2	Deputy Chief Legal Aid Defence Counsel	₹ 40,000 to 60,000/- each

For class-C (Population below 2 lacs) or Rest of the towns

1	Chief Legal Aid Defence Counsel	₹ 60,000 to 70,000/-
2	Deputy Chief Legal Aid Defence Counsel	₹ 30,000 to 50,000/- each

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

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

STATE : Telangana
DISTRICT : Khammam
Application No. _____
(For Office use)

Photo

APPLICATION FOR CHIEF / DEPUTY CHIEF 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 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 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 Whether All India Bar Counsel exam passed ?

25 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:_____