O/o. District Legal Services Authority, Vizianagaram , Dated: 07-07-2025

NOTIFICATION NO.1/2025

Applications are invited from the eligible Lawyers who are having requisite qualifications in the prescribed format enclosed herewith for engagement for one (1) post of Assistant Legal Aid Counsel full time on contract basis initially for a period of two years. Selection will be purely based on merit, taking in to account, the knowledge, skills, practice and experience of candidates.

Sl. No	Vacancy of post	Honorarium per month
1	Assistant Legal Aid Counsel-1	₹ 25,000

1) Scope of work: Legal Aid Defense Counsel System (LADCS) involve full time engagement of Lawyers with support system dealing exclusive with Legal Aid work in Criminal matters of the District or Headquarters. At every stage starting from pre-arrest, arrest and Remand stage to the conclusion of trials and appeals etc., to 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 under privileged and disadvantaged sections of the society. The following end to end Legal services shall be provided through the Legal Aid Defense 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.

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

The scheme of engagement along with application form may be downloaded from the official website of SLSA (http://apslsa.ap.nic.in) and also from Notice Board of DLSA., Vizianagaram and also from the website of District Court, Vizianagaram (https://districts.ecourts.gov.in/vizianagaram).The duly filled in application form along with self attested copies of documents be submitted to the Secretary, DLSA, Vizinagaram , wherein the candidates desires to apply through speed post or in an envelope personally in the office of Secretary, District Legal Services Authority, Vizianagaram **on or before 17th July , 2025 by 5.00 pm.** Any application received after due date will not be considered.

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

SELECTION PROCEDURE:

1. 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 Defence 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

1) **The eligibility criterions are as follows.**

a) Qualification for Assistant Legal Aid Defense Counsel:.

a. Practice in criminal law from 0 to 3 years.
b. Good oral and written communication skills.
c. Thorough understanding of ethical duties of defence counsel.
d. Ability to work effectively and efficiently with others.
e. Excellent writing and research skills.
f. IT Knowledge with high proficiency in work.

2) **Work Profiles :**

a) 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 Deputy Legal 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 during the alleged crime in question,
h. Visiting location/area of alleged crime, having discussions with 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 Chief Legal Aid Defense Counsel,
n. Any work/duty assigned by Legal Services Authority,

After selection engagement contract will be executed between the Secretary, DLSA, Vizianagaram and the person so engaged.

//BY ORDER//

SDXXXX
Chairman-cum-Prl. District Judge
DLSA, Vizianagaram

SECRETARY
DLSA, VZM

1. The President, Bar Association, Vizianagaram with a request to communicate the same among the Advocate members of the Bar for information and necessary action.
2. The System Officer, District Court, Vizianagaram with a request to upload the same in the Vizianagaram District Judicial Website.
3. The Notice Board of DLSA., Vizianagaram.

DIS NO: 904 Dt: 7/7/25

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

STATE_____

DISTRICT_____

Application No. _____
(For Office use)

P

Photo

APPLICATION FOR ASSISTANT LEGAL AID DEFENSE COUNSEL

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-08-2024) :
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. :

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 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)

Place:_____

Date:_____

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 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-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).

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 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)

Place:_____

Date:_____