

District Legal Services Authority: West Godavari: Eluru

NOTIFICATION NO.2/2025

Applications are invited from the eligible Lawyers who are having requisite qualifications in the prescribed format enclosed herewith for engagement of the posts of Chief Legal Aid Defense Counsel and Asst. Legal Aid Defense Counsel full time on contract basis initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance.

Vacancy of post	Honorarium per month
Chief Legal Aid Defense Counsel – 1	Rs.70,000/-
Assistant Legal Aid Defense Counsel – 1	Rs.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 Eluru. 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 System.

- 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 aid 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 Retainership.

The scheme of engagement along with **application form may be downloaded from the official website of District Court (<https://westgodavari.dcourts.gov.in>) and also notice board of District Legal Services Authority, W.G, Eluru**. The duly filled in application form along with self-attested copies of documents and **5 photo copies of Judgments in 5 Sessions cases represented as Defense Lawyer and at least photo copies of 5 cross examinations in Sessions cases (2 sets) be submitted to the Secretary, DLSA, W.G, Eluru**, wherein the candidates desire to apply through speed post or in an envelope personally in the office of Secretary, District Legal Services Authority, W.G, Eluru **on or before 05-01-2026 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:

Selection is as per the guidelines purely on merit.

The eligibility criteria is as follows.

1) Chief Legal Aid Defense Counsel:

Qualifications:

- 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.

Work Profile : Chief Legal Aid Defense Counsel

- 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 Defense Counsel for assisting him and Deputy Chief legal Aid Defense Counsel and for other work including legal research
- Ensure proper legal research, planning effective defense 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.

2) Assistant Legal Aid Defense Counsel:

Qualifications:

- Practice in criminal law from 0 to 3 years.
- Good oral and written communication skills.
- 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.

Work Profile : 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 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
- 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,

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

Eluru,
Dt: 17-12-2025.


**Chairperson-cum-Prl. District Judge,
DLSA, W.G, Eluru**

To

- | | | |
|--|---|--|
| <ol style="list-style-type: none"> 1) The Prl. District & Sessions Judge, W.G, Eluru. 2) All the Addl. District & Sessions Judges in the District. 3) All the Chairmen, Mandal Legal Services Committees
In the District. | } | - with a request to cause affixture of the notification in the respective notice boards of their courts. |
| 4) The Secretary, DLSA, W.G, Eluru – with a direction to cause affixture of the notification in the notice board of DLSA. | | |
| 5) All the Presidents, Bar Associations in the District – for wide publicity among the Advocates. | | |
| 6) The incharge System Officer, e-courts project, District Court, Eluru – with a direction to upload the notification in the District Court website. | | |

DR. NO: 2481
19/12/2025

**APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER IN
LEGAL AID DEFENSE COUNSEL SYSTEM, WEST GODAVARI, ELURU**

STATE _____

DISTRICT _____

Application No. _____
(For Office use)



Photo

APPLICATION FOR CHIEF / ASSISTANT LEGAL AID DEFENSE COUNSEL

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on **01-03-2025**) :
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 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).
5. **Photo copies of judgments in 5 Sessions cases**, represented as Defense lawyer.
6. **Photocopies of at least 5 cross examinations in Sessions cases.**

(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 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: _____