



**DISTRICT LEGAL SERVICES AUTHORITY
SOUTH WEST GARO HILLS, AMPATI**

Email: legalservicesauthorityampati@gmail.com

NO.DS].SWGH/DLSA/LADCS/40/2023/38

Dated Ampati, the 7th August, 2024

ADVERTISEMENT

Interested members of the Bar Association of Meghalaya who are duly registered under the Bar Council of Meghalaya and who are citizens of India having requisite qualification are invited for a "Walk in Interview" for the post of Chief Legal Aid Defense Counsel, Deputy Legal Aid Defense Counsel and Assistant Legal Aid Defense Counsel in the establishment of the District Legal Services Authority, South West Garo Hills, Ampati under the Legal Aid Defense Counsel System Modified Scheme, 2022. The post is purely contractual in nature initially for a period of one year, extendable further on satisfactory performance subject to termination of service with one month's notice of termination.

Sl. No.	Name of Post	No. of Vacant Post	Honorarium/Remuneration
1.	Chief Legal Aid Defense Counsel	1	₹ 60,000/-
2.	Deputy Legal Aid Defense Counsel	3	₹ 35,000/-
3.	Assistant Legal Aid Defense Counsel	6	₹ 20,000/-

Eligibility:

Sl. No.	Name of Post	Qualification	Job Profile
1.	Chief Legal Aid Defense Counsel	<p>(i) Practice in Criminal law for at least 10 years</p> <p>(ii) Excellent oral and written communication skills</p> <p>(iii) Excellent understanding of Criminal law</p> <p>(iv) Thorough understanding of ethical duties of a defense counsel</p> <p>(v) Ability of work effectively and efficiently with others with capability to lead</p> <p>(vi) Must have handled at least 30 criminal trials in Sessions Courts, aforesaid condition of handling 30 criminal cases can be relaxed in appropriate circumstances</p> <p>(vii) Knowledge of computer system is preferable</p> <p>(viii) Quality to lead the team with capacity to manage the office</p> <p>(ix) Must be a citizen of India</p>	<ul style="list-style-type: none">• 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 Counsels 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 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.	Deputy Legal Aid Defense Counsel	<ul style="list-style-type: none"> (i) Practice in Criminal law for at least 7 years (ii) Excellent understanding of Criminal law (iii) Excellent oral and written communication skills (iv) Skill in legal research (v) Thorough understanding of ethical duties of a defense counsel (vi) Ability to work effectively and efficiently with others (vii) Must have handled at least 20 criminal trials in Sessions Courts, maybe relaxed in exceptional circumstances, by Hon'ble Executive Chairman, SLSA (viii) IT knowledge with proficiency in work (ix) Must be a citizen of India 	<ul style="list-style-type: none"> • 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 Defense Counsel as assignment • Any work/duty assigned by Legal Services Authority
3.	Assistant Legal Aid Defense Counsel	<ul style="list-style-type: none"> (i) Practice in criminal law from 0-3 years (ii) Good oral and written communication skills (iii) Thorough understanding of ethical duties of a defense counsel (iv) Ability to work effectively and efficiently with others (v) Excellent writing research skills (vi) IT knowledge with proficiency in work (vii) Must be a citizen of India 	<ul style="list-style-type: none"> • 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 allege 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




General Instructions:

1. Interested members of the bar can apply in the application form (annexed with below) along with self-attested LLB qualification, Bar Council License and Experience Certificate from the Concerned Bar Association, 2(two) recent passport size photograph.
2. Application fees of ₹ 250/- (**Rupees Two Hundred Fifty**) only is to be paid by any of the following modes:
 - a) Demand Draft drawn in favour of the District Legal Services Authority, South West Garo Hills, Ampati.
 - b) Electronic transfer by way of IMPS/NEFT/RTGS in the District Legal Services Authority, South West Garo Hills, Ampati **Account No. 34639720908, IFSC code: SBIN0009341 (SBI Ampati Branch)**. Candidates shall enclose the receipt of payment along with application form.
3. Last date of submission of complete application along with documents is **12th August, 2024 by 5:00 P.M.**
4. Interested Candidates are to register themselves in the Front Office, District Legal Services Authority, West Garo Hills, Tura to submit their application forms as per the following schedule:

Sl. No.	Name of Post	Date and Time of Registration	Date and Time of Interview
1.	Chief Legal Aid Defense Counsel	8 th - 12 th August, 2024 From: 10:00 A.M. to 5:00 P.M.	16 th August, 2024 Time: 11:00 A.M.
2.	Deputy Legal Aid Defense Counsel		
3.	Assistant Legal Aid Defense Counsel		

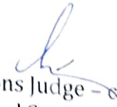
5. No applications shall be entertained after the scheduled time of registrations.
6. Persons already in employment should bring "No objection Certificate" from their current employer.
7. Applicants should bring their original documents such as degree certificate, educational qualification certificates, age proof, schedule Tribe/Caste Certificate, address proof experience certificate etc. for verification during the time of the interview.
8. Applicants should furnish their email id/ contact number for purpose of communication.
9. Incomplete application will be summarily rejected.
10. No TA/DA will be given to the candidates attending the interview
11. Applicants are requested to visit the official website of the office of the District and Sessions Judge, South West Garo Hills, Ampati for further details or any update regarding the following post (<http://ampati.dcourts.gov.in>)
12. The decision of the District Legal Services Authority, South West Garo Hills, Ampati as to the result of the interview shall be final.
13. The undersigned reserve the right to cancel the interview at any stage of recruitment process without assigning any reason thereof.


District & Sessions Judge - cum - Chairman,
District Legal Services Authority,
South West Garo Hills, Ampati
District Legal Service Authority
South West Garo Hills, Ampati
Dated Ampati, the 7th August, 2024

NO.DSJ.SWGH/DLSA/LADCS/40/2023/38-A

Copy To:

1. The Member Secretary Meghalaya State Legal Services Authority, Shillong for kind information.
2. The System Assistant for information and to upload the same in the official website.
3. NIC, South West Garo Hills, Ampati for information and to upload the same in the website.
4. Notice Board.
5. Office Copy.


District & Sessions Judge - cum - Chairman,
District Legal Services Authority,
South West Garo Hills, Ampati
Chairman
District Legal Service Authority
South West Garo Hills, Ampati

APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER LEGAL AID DEFENCE COUNSEL SYSTEM

(For Office Use)

APPLICATION No. _____



STATE/ UT _____

DISTRICT _____

Applied for the post of (Please put a tick mark where applicable)

- I. Chief Legal Aid Defense Counsel
- II. Deputy Legal Aid Defense Counsel
- III. Assistant Legal Aid Defense Counsel

1. Applicant's Name:

2. Father/Husband's Name:

3. Date of Birth:

4. Age (as on 14-08-2024)

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. E- mail ID:

13. PANNo:

14. AADHAR NO:

15. Educational Qualification (Please enclose self-attested copies of document):

Course	Name of Board/University	Year of Passing	Obtained percentage (aggregate)
X			
XII			
Graduation			
Professional Degree			
LLB			
LLM			
Others			

16. Date of Enrolment as a Lawyer:
17. Enrolment No: (Attach self-tested copy of enrolment certificate issued by Bar Council)
18. 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: (Attached extra sheet, if required):
- (c) Specialization, if any:
(The details of a few important Cases, the Applicants have dealt with/ handled and reported judgement if any)
19. Whether empaneled as Central/State Government or:
(Government undertaking counsel/Pleader
(enclose bar Association membership Certificate)
20. The Courts where the Applicant is regularly practicing:
(Enclose Bar association Membership Certificate)
21. Specify whether earlier remained on the Panel of HCLSC/DLSA or TLSC:
(Indicate period, number of legal aid cases handled & result) (attach document)
22. 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 document)
23. List of the document to be attached.
- Self-attested copy of Certificate in support of educational qualifications.
 - Self-attested copy of Certificate in Enrolment issued by the Bar Council under the Advocates Act, 1961.
 - Self-attested copy of Photo Identity Card, Address Proof.
 - Self-attested copy of ITR for last 3 years (if available).
 - Photo copies of judgement in 5 Sessions cases, represented as Defense lawyer. (For the post of Chief/Deputy legal Aid Defense Counsel).
 - 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 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 the District Legal Services Authority, South West Garo Hills, Ampati concerned.

(Signature)

Place _____

Date _____