जिला विधिक सेवा प्राधिकार, शिवहर

व्यवहार न्यायालय परिसर,शिवहर

District Legal Services Authority, Sheohar

Civil Court Premises, Sheohar

Chairman,
Principal District & Sessions Judge, Sheohar

Vice-Chairman,
District Magistrate, Sheohar

नोटिस

शिवहर, दिनांक–09.05.2025

माननीय प्रधान जिला एवं सत्र न्यायाधीश–सह–अध्यक्ष, जिला विधिक सेवा प्राधिकार, शिवहर के निर्देशानुसार सर्वसाधारण को यह सूचित किया जाता है कि LADC में होने वाली विभिन्न पदों के लिए बहाली हेतु विज्ञापन सं.–01/2025 दिनांक–25.03.2025 के द्वारा जो आवेदन आमत्रित करने कि तिथि 17.04.2025 से विस्तारित कर **दिनांक–02.05.2025** निर्धारित कि की गई थी जिसका पुनः विस्तार किया जा रहा है जो **दिनांक– 20.05.2025 को समाप्त होगी।**

सचिव,
जिला विधिक सेवा प्राधिकार,
शिवहर।
09.05.2025

जिला विधिक सेवा प्राधिकार, शिवहर
व्यवहार न्यायालय परिसर,शिवहर
District Legal Services Authority, Sheohar
Civil Court Premises, Sheohar

विज्ञापन संख्या – 01/2025 शिवहर, दिनांक– 25.03.2025

जिला विधिक सेवा प्राधिकार, शिवहर के अंर्तगत Legal Aid Defense Counsel Scheme, 2022 के अनुसार LADCS office में कुल 03 तीन अलग–अलग पदों पर सुयोग्य उम्मीदवारों से आवेदन आमंत्रित किया जाता है। इसके संबंध में शैक्षणिक योग्यता एवं उम्र, आदि संबंधित जानकारी हेतु शिवहर व्यवहार न्यायालय के अधिकारिक वेबसाइट(**https://Sheohar.dcourts.gov.in**) पर जा कर देखा जा सकता है। आवेदन देने कि अंतिम तिथि 17.04.2025 है आवेदन निम्नलिखित पतें पर डाक द्वारा भेजा जा सकता है:–

Address:-

Secretary,
District Legal Services Authority, Sheohar,
Civil Court, Sheohar. Pin 843329

Details of Monthly remuneration honorarium of the human resource to be employed in LADCS in all DLSAs are mentioned below: -

For Class-B Towns (Population more than two lacs but below (10) lacs)

Sl. No.	POSTS	Monthly Remuneration/ Honorarium by BSLSA, Patna
01	Office Assistant/Clerks	Rs.16000/-
02	Receptionist-cum-Data Entry Operator (Typist)	Rs. 15,500/-
03	Office Peon (Munshi/Attendant)	Rs. 11,000/-

Selection Process: - The Selection Process will be done on the basis of skill test/interview by a Selection Committee constituted b the Learned Principal District & Sessions Judge-cum-Chairman, DLSA, Sheohar.

Note: - (i) Retired Court staff or DLSA employee, including experience outsource/ contractual personal, if otherwise suitable may be preferred for the post of Office Assistance, Receptionist-cum-Data Entry Operator and Office Peon.

(ii) Final outcome may depend upon the guideline as received by BSLSA, Patna. In this regard.

(Terms and conditions mentioned in Modified LADC Scheme, 2022 is attached herewith. In case of any conflict the Modified LADCS Scheme, 2022 shall prevail.)

Secretary,
DLSA, Sheohar. 25/03/2025

Encl:- 1.Letter No. 230/2025
2.Application Form
3.Annexure-V
4. LADC Scheme, 2022 (Modified)

Cc: 1. System Office Sheohar to publish on Civil Court Official website and CC to all the Civil Court of Bihar.
2. Print & Electronic Media.
3. Notice Board of DLSA and Civil Court, Sheohar.

Office of the District Legal Services Authority,Sheohar

Letter No. – 230/2025

From,

Secretary.
District Legal Services Authority,
Sheohar.

To,

Principal District & Sessions Judge-
cum-Chairman, DLSA, Sheohar.

Subject- Regarding publishing advertisement on the website of District Court Sheohar as well as all the Courts of Bihar for recruitment/engagement of Office Assistant/Clerks, Receptionist -cum- Data Entry Operator (Typist) and office Peon (Munshi/Attendant).

Dated-25.03.2025

Sir,

In the light of BSLSA letter no. 1507 dated 28.08.2024, the process of recruitment/engagement (engaged on contract basis initially for a period of two years with a stipulation of extension on yearly basis subject to satisfactory performance) of Office Assistant/Clerks, Receptionist-cum-Data Entry Operator (Typist) and office Peon (Munshi/Attendant) in the office of LADCS, Sheohar is to be initiated on the terms and conditions mentioned in Modified LADCS Scheme, 2022.

In the light of above, applications are invited from the eligible candidates for recruitment /engagement of the post of office Assistant/Clerks, Receptionist-cum-Data Entry Operator (Typist) and Office Peon (Munshi/Attendant). The suitable and eligible candidates are requested to send their applications by post on the given address till 17.04.2025

Address:-

Secretary,
District Legal Services Authority, Sheohar,
Civil Court, Sheohar. Pin 843329

The candidates should fulfil the following criteria.

1. The candidate must be medically fit.
2. The candidate must bear good moral character.
3. Minimum age limit of candidates on 30.11.2024 shall be 18 years for the post of Office Peon (Munshi/Attendant) 21 years for the post of Office Assistance /Clerks and Receptionist-cum-Data Entry Operator (Typist).
4. The candidate must not have been convicted in criminal case or dismissed from service.

Qualification for the post of Office Assistant/Clerks: -

1. Educational Qualification-Graduation.
2. Basic word processing skills and ability to operate computer and skills to feed data.
3. Good Typing speed with proper setting of petition.
4. Ability to take dictation and prepare files for presentation in the courts.
5. File maintenance and processing knowledge.

Qualification for the post of Receptionists-cum-Data Entry Operator (Typist):-

1. Educational Qualification-Graduation.
2. Excellent verbal and written communication skills.

3. Word and data processing abilities,
4. The ability to work telecommunication system (telephones, fax, machines, switchboards etc.)
5. Proficiency with good Typing Speed.

Qualification for the post of Office Peon (Munshi/Attendant):-
The candidate must possess the minimum qualification of Matriculation/10" passed.

Reservation for different categories of candidates shall be applicable as per rules of Government of Bihar. Benefit of reservation will be given only to those candidates, who are permanent residents of Bihar.

The engagement of the candidates shall be made after interview by the committee constituted by the Learned Principal District & Sessions Judge-cum-Chairman, DLSA, Sheohar. No. T.A. shall be paid to candidates for attending the skill test/interview.

At the time of interview, the candidates are required to produce the original with a set of self-attested photo copies of the following documents.

- Educational Certificate
- Date of Birth Certificate
- Residential Certificate
- Caste Certificate, if required
- 5 Passport size recent colour photographs
- Aadhaar Card
- Self-declaration of no criminal history/conviction and/or no dismissal from service.

Final result of candidates selected after skill test/interview shall be published on the official website of Civil courts, Sheohar **(https://Sheohar.dcourts.gov.in).** The same will also be pasted on the Notice Board of DLSA, Sheohar.

The selected candidate will be required to join within a week from the date of publication of final result. After lapse of the said period, their candidature shall not be considered. At the time of joining the applicants are required to submit an affidavit regarding details of criminal cases, if any.

The engagement shall be cancelled /terminated on the ground of concealment of facts regarding eligibility criteria/furnishing incorrect information or concealment of material information, indiscipline, dereliction in duty, absence from work for more than three days without prior permission etc, and also as mentioned in Modified LADCS Scheme, 2022.

Human Resources:

Human Resources for Legal Aid Defense Counsel Office		
Sl. No.	POSTS	No. Required
01	Office Assistant/Clerks	01
02	Receptionist-cum-Data Entry Operator (Typist)	01
03	Office Peon (Munshi/Attendant)	01

Details of Monthly remuneration honorarium of the human resource to be employed in LADCS in all DLSAs are mentioned below: -

For Class-B Towns (Population more than two lacs but below (10) lacs)

Sl. No.	POSTS	Monthly Remuneration/ Honorarium by BSLSA, Patna
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Selection Process: - The Selection Process will be done on the basis of skill test/interview by a Selection Committee constituted b the Learned Principal District & Sessions Judge-cum-Chairman, DLSA, Sheohar.

Note: - (i) Retired Court staff or DLSA employee, including experience outsource/ contractual personal, if otherwise suitable may be preferred for the post of Office Assistance, Receptionist-cum-Data Entry Operator and Office Peon.

(ii) Final outcome may depend upon the guideline as received by BSLSA, Patna. In this regard.

(Terms and conditions mentioned in Modified LADCS Scheme, 2022 is attached herewith. In case of any conflict the Modified LADCS Scheme, 2022 shall prevail.)

Enclosure: - 1. Application Form
2. Annexure "V"

Yes,

Principal District & Sessions Judge-cum-Chairman, DLSA, Sheohar
25.03.2025

Secretary,
District Legal Services Authority, Sheohar.
25.03.2025

आवेदन पत्र का प्रारूप

01. आवेदित पद का नाम :–.....

02. पिता / पति का नाम :–.....

03. स्थायी पता(पिन कोड सहित) :–.....

04. वर्तमान पता: .....

05. शैक्षिणक योग्यता :–.....

आवेदक का स्वहस्ताक्षरित पासपोर्ट साईज का फोटो

उतीर्ण परीक्षा	वर्ष	विद्यालय / महाविद्यालय का नाम	प्राप्तांक	प्रतिशत

06. अन्य योग्यता:–.....

07. आवेदक का जन्मतिथि:–...../...../.....

08. कोटि : UR☐ SC☐ ST☐ EBC☐ BC☐ Other☐

09. आवेदक का दिनांक–30.11.2024 को उम्र .....

10. आवेदक की राष्टीयता:–.....

11. आवेदक का लिंग : पुरूष / महिला / टांसजेंडर .....

12. नियोजनालय का नाम एवं पंजीकरण संख्या.....

13. क्या आवेदक के विरूद्ध पहले कोई मुकदमा चला है अथवा वर्तमान में मुकदमा चल रहा है हाँ / नहीं (यदि हाँ तो इसका व्यौरा संलग्न करें)

14. क्या आवेदक Medically fit है (चिकित्सा प्रमाण पत्र संलग्न करें)

उद्घोषणा

मै एतद द्वारा यह घोषणा करता हूँ/करती हूँ कि मेरे द्वारा दी गई सभी सूचनाएँ एवं संलग्
प्रमाण पत्र सही है और कोई भी सूचना गलत पाए जाने पर मेरी उम्मीदारी रद्द की जा सकती
है एवं मेरे विरूद्ध विधिसम्मत कारवाई की जा सकती है।

स्थान :

आवेदक का हस्ताक्षर

तिथि :

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ANNEXURE-V

FORM- A

मै.....यह घोषणा करता/करती हूँ कि मेरे विरुद्ध आपराधिक मामला दर्ज या लंबित नहीं है।

(यदि आपराधिक मामला लंबित है तो नही को काट दे एवं वैसे मामलों की विवरणी नीचे दिये गये तालिका में भर कर दे।)

वाद (केस) सं0	दण्डात्मक प्रावधान	स्तर लंबित/समाप्त	अन्युक्ति

Scanned with CamScanner

Modified Scheme 2022

Legal Aid Defense Counsel Scheme 2022

FOR PROVIDING LEGAL AID, ASSISTANCE & REPRESENTATION IN CRIMINAL MATTERS IN LINE WITH "PUBLIC DEFENDER SYSTEM"

National Legal Services Authority

B- BLOCK, ADDITIONAL BUILDING, SUPREME COURT OF INDIA, NEW DELHI |

Email: nalsa-dla@nic.in, ms-nalsa@gov.in Website: www.nalsa.gov.in

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6.	Termination of Service	**11**
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1. Introduction

Legal Services Authorities provide legal services to accused/ convicts, who are in custody or otherwise coming within the eligibility criteria spelt out in Section 12 of the Legal Services Authorities Act, 1987. Legal Services are being provided at pre-arrest, remand, trial and appellate stages in criminal matters. Legal representation is being provided by the Legal Services Authorities in approximately 2 lac criminal cases (trials) at the district level.

During Consideration of the Demands for Grants (2022-23) of the Department of Justice by the Department Related Parliamentary Standing Committee (DPRSC) on Personal, Public Grievances, Law and Justice observed in its 116th report that:

> *"NALSA has recently completed 25 years of its establishment; accordingly,* ***it is also the right time to ponder over reforms which are required in NALSA and legal aid movement in India. Majority of Indians are eligible to receive legal aid, but the number of people actually receiving legal aid is a miniscule percentage of those entitled.*** *In the previous chapter, the Committee has already recommended a significant increase in NALSA's budget and expects NALSA to make best use of it in performing its assigned mandate."*

At present, Assigned Counsel System of dispensation of Legal Aid is being followed in India. Under the said system, cases are assigned to panel lawyers by Legal Services Institutions. Such Panel lawyers to whom cases are assigned, also have private practices, and hence, they do not exclusively devote their time to the legal aid matters. Many times, their accessibility and availability remain an issue for timely client consultation and updating the legal aid seekers about the progress of their cases. There are few instances, wherein the lawyers were found harassing beneficiaries or demanding fee from them.

The system of Court based legal services needs to be strengthened for providing effective and efficient legal services to weaker and marginalised sections of the society. To achieve the same, several steps have been taken such as capacity building of lawyers, enhancing the structure and effective functioning of monitoring & mentoring committees, upgradation of Front Offices etc.

In the said process of strengthening and making legal services more professional, NALSA thought of adopting another legal aid delivery-based model i.e. '*Legal aid Defense Counsel System*' for proving legal aid in criminal matters on the lines of public defender system on pilot basis for a period of two years in some districts to see how effective and successful such changes in approach will be.

It is pertinent to mention that in most countries, Legal Aid Delivery Models are combination of the Public Defender System, Assigned Counsel System and Contract Services System. Examples of diverse legal aid delivery systems can be found, among other countries, in Israel, the Republic of Moldova, Sierra Leone, South Africa and the United States of America. A number of jurisdictions have adopted a public defender scheme with offices throughout the country, including Argentina, Chile, Georgia, Mexico, Paraguay, Peru, the Philippines, the Republic of Moldova and South Africa[1].

NALSA, decided to implement LADCS as pilot project in 17 states/UTs but the same was made functional in 13 states namely Andhra Pradesh, Chhattisgarh, Delhi, Gujarat, Jharkhand, Karnataka, Kerala, Maharashtra, Odisha, Rajasthan, Tamil Nadu, Uttarakhand, Uttar Pradesh.

As envisaged, Legal Aid Defense Counsel System involve full time engagement of lawyers with support system. The said unit deals exclusively with legal aid work in criminal matters at the district HQ, where it is established.

---

[1] *Model Law on Legal Aid* in Criminal Justice Systems with Commentaries(www.unodc.org)

Subject to feasibility, the services may be extended to Talukas or outline Courts. Initially, it was confined to cases before the Sessions, and now it will be expanded to all type of criminal courts with Lawyers engaged therein not allowed to take any private cases or any other retainership. This will create institutional capacity to effectively provide legal aid to poor and needy in criminal justice system. Some of the perceived advantages of the Legal aid Defense Counsel System vis-à-vis assigned counsel system may be mentioned as follows:

- Increase in Availability and accessibility of Legal Aid Defense counsels,
- Effective and efficient representation by experienced lawyers,
- Timely and lively Client Consultations,
- Effective monitoring and mentoring of legal aided cases,
- Professional management of legal aid work in criminal matters,
- Enhanced responsiveness leading to updating of legal aid seekers about the progress of their cases,
- Ensuring accountability on the part of the legal aid providers.

At the first instance, the Legal Aid Defense Counsel System was conceived to be implemented on a pilot project basis for providing legal aid in criminal matters in Sessions Courts in a few districts. After its success as a pilot project, it is being extended to other districts and to all criminal courts including Courts of executive Magistrates.

Objectives:

- To provide qualitative and competent legal services in criminal matters to all eligible persons.
- To manage and implement legal aid system in professional manner in criminal matters.

2. 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, matters pending before Juvenile Justice Boards/CWCs, wherein present counsel assignment system (Panel Lawyers) will continue to be operational for the purpose but panels shall be resized according to work based model. 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 trials 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.

3. Infrastructure and Human Resource required in each Project district

- **Infrastructure:**
  - Well-appointed office for Legal Aid Defense Counsels with separate cabin for Chief Legal Aid Defense Counsel and space for consultation.
  - Space for ministerial staff, reception with waiting area.
  - Total space requirement (suggestive):
    - Class **A** Cities — 800 to 1000 sq. ft.
    - Class **B** Cities — 700 to 800 sq. ft.
    - Class **C** Cities — 500 to 600 sq. ft.
  - Computers and printers with scanner, internet connection, telephone.

- Furniture consisting of tables, chairs, bookshelf and almirahs etc.

- **Human Resource:**

Human Resources for a Legal Aid Defense Counsel Office		
S. No.		No. required
1.	Chief Legal Aid Defense Counsel	01
2.	Deputy Chief Legal Aid Defense Counsel	01-03
3.	Assistant Legal Aid Defense Counsel	02-10
4.	Office Assistants/ Clerks	01-03
5.	Receptionist-cum-Data Entry Operator (Typist)	01 (optional)
6.	Office peon (Munshi/Attendant)	01 (optional)

Note: *Number of Deputy and Assistant Legal aid Defense Counsel may be increased or decreased as per the requirement in individual districts, subject to prior approval of Hon'ble Executive Chairman, SLSA. Number of Legal Aid Defense Counsels shall be proportionate to the actual work and also requirement.*

4. 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 subject to satisfactory performance. The performance of every human resource shall be assessed every six months by SLSA in consultation with DLSA concerned. The 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 with criminal cases preferably sessions cases shall be included. No person with conflict of interest shall be part of selection process. After approval by the Executive Chairman, SLSA, engagement contract shall be executed between the Secretary DLSA and the person so engaged.

The format of contract for engagement, as provided by NALSA to be used with required modifications.

The suggested eligibility criterions are as follows: -

a) Qualifications for Chief Legal Aid Defense 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 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.

b) Qualifications for Deputy Chief Legal Aid Defense 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 defense 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.

c) Qualification for Assistant Legal Aid Defense Counsel:

- 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.

d) Qualification for Office Assistant/ Clerks:

- Educational Qualification: Graduation,
- Basic word processing skills and the ability to operate computer and skills to feed data,
- Good Typing speed with proper setting of petition,
- Ability to take dictation and prepare files for presentation in the Courts,
- File maintenance and processing knowledge.

e) Qualification for Receptionist-cum-Data Entry Operator

- Educational Qualification: Graduation,
- Excellent verbal and written communication skills,
- Word and data processing abilities,
- The ability to work telecommunication systems (telephones, fax machines, switchboards etc),
- Proficiency with good typing speed.

Note: Qualifications may be reasonably relaxed in case of exceptional candidate or circumstances after the approval of the Executive Chairman, SLSA.

5. Work Profiles:

a) 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 Defence Counsel for assisting him and Deputy Chief legal Aid Defense 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 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.

b) Deputy Chief Legal Aid Defense Counsel.

- 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 defence Counsel as per assignment,
- Any work/duty assigned by Legal Services Authority.

c) 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 defence 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,

d) Office Assistant

- Keeping updated record of legal aided cases,
- Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,
- Typing applications, petitions, appeals etc.,

- Doing ministerial work related to cases such as filing applications for copies of orders, judgement etc.,
- Any other task assigned by the Chief Legal Aid Defense Counsel,
- Any work/duty assigned by Legal Services Authority,
- All duties assigned to Receptionist cum data entry operator.

e) Receptionist-cum-Data Entry Operator

- Greeting clients and visitors and answering visitor inquiries,
- Answering and routing incoming calls on a multi-line telephone system,
- Scheduling and routing legal aid seekers,
- Maintaining the waiting area, lobby or other office areas,
- Scanning, photocopying, faxing,
- Collecting and routing mail and hand-delivered packages,
- Answering face-to-face enquiries and providing information when required,
- Uploading, at the initial point, legal aided cases on NALSA portal & other platforms and updating the information from time to time,
- Any work/duty assigned by Legal Services Authority.

f) Office peon (Munshi/Attendant)

- General work of MTS, Munshi or Peon,
- Cleaning the office before the commencement of office hours,
- Ensuring that all places in the office are kept clean,
- Bringing and serving water, beverages to the visitors in the office,
- Carrying dak, misc. work etc.
- Any other work assigned by Legal Services Authority.

6. Termination of Services:

Services of any human resource including 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 the 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 defense counsel office, or

viii. Uses his/her position in legal aid defense 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.

7. Code of Ethics:

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

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

- 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.

- 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, 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.

- Legal Aid Defense Counsel shall devote his/her full time to his/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.

8. Entitlement to Leave:

- Chief Legal Aid Defense Counsel and Deputy Legal Aid Defense shall be eligible for 15 days' leave in a calendar year on pro-rata basis.
- Assistant Counsel Legal Aid Defense Counsel and other staff persons shall be eligible for 12 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 Defense Counsel Office. Un-availed leave shall neither be carried forward to next year nor encashed.

9. Role of State Legal Services Authority and District Legal Services Authority

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

- Ensuring effective monitoring and mentoring.
- Periodical evaluation of legal services delivered through Legal aid Counsel System Office.
- Regular trainings and refresher courses for legal aid counsel engaged in Legal aid Counsel System Office.
- Renovation of office space when necessary.
- Providing Books such as Bare Acts and Commentaries for Legal Aid Defense Counsel Office
- Providing Legal Research Software.
- Timely payment of monthly honorarium to legal aid counsel and all staff engaged for Legal aid defense counsel office.
- Payment with regard to expert witnesses, if their services are taken.
- Payment for incidental expenses such as travelling expenses etc.
- Information/promotional campaigns/programmes with regard to Legal aid Defense counsel office.

10. 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 areas in Legal aid defense 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 defense 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 by the Chief Defense Counsel & Secretary, DLSA.

11. 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 sent 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 sent 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 of Legal Aid Defense Counsel Office.
- The Chief Legal Aid Defense Counsel shall be involved in monitoring & mentoring Legal Aid cases.

12. Financial Outlay

Primarily, finances are required for engaging Legal aid defense counsels, purchase of office furniture and equipment, monthly salaries, expenses incidental to litigation and other administrative expenses such as postal, stationary etc. Estimated outlay is given below:

A. Honorarium (Retainership fee) and salaries:

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

1.	Chief Legal Aid Defense Counsel	₹ 70,000 to 1,00,000/-
2.	Deputy Chief Legal Aid Defense Counsel	₹ 50,000 to 75,000/- each
3.	Assistant Legal Aid Defense Counsel	₹ 25,000 to 45,000/- each
4.	Monthly salary of Office Assistants	₹ 18,000 to 25,000/- each
5.	Monthly salary of Receptionist-cum-Data Entry Operator (Optional)	₹ 18,000 to 20,000/-
6.	Monthly salary of Office peon	₹ 12,500 to 15,000/-

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

1	Chief Legal Aid Defense Counsel	₹ 65,000 to 80,000/-
2	Deputy Chief Legal Aid Defense Counsel	₹ 40,000 to 60,000/- each
3	Assistant Legal Aid Defense Counsel	₹ 20,000 to 35,000/- each
4	Monthly salary of Office Assistants	₹ 15,000 to 20,000/- each
5	Monthly salary of Receptionist-cum-Data Entry Operator (Optional)	₹ 15,000 to 17,000/-
6	Monthly salary of Office peon	₹ 10,000 to 12,000/-

For class-C (Population below 2 lacs) or Remaining places

1	Chief Legal Aid Defense Counsel	₹ 60,000 to 70,000/-
2	Deputy Chief Legal Aid Defense Counsel	₹ 30,000 to 50,000/- each
3	Assistant Legal Aid Defense Counsel	₹ 20,000 to 30,000/- each
4	Monthly salary of Office Assistants	₹ 12,500 to 15,000/- each

5	Monthly salary of Receptionist-cum-Data Entry Operator (Optional)	₹ 12,000 to 15,000/-
6	Monthly salary of Office peon	₹ 10,000 to 12,000/-

Note: Provisions of the Minimum wages Act and orders issued therein by the State/UT Government will be complied and monthly salary of Office Assistant, Receptionist-cum-Data Entry Operator and Office peon shall not be less than minimum wages payable to such category at the place of LADCS. Retired Court or DLSA employees including experienced outsourced/ contractual personnel, if otherwise suitable may be preferred for the posts of Office Assistant, Receptionist-cum-Data Entry Operator and Office peon.

B. Infrastructure expenditure (If already not available)

1.	Four to six Computers (50% all in one system)	2,50,000/-
2.	Three Printers (one of them would be photocopier & scanner)	1,00,000/-
3.	Furniture (as per need)	Upto 2,00,000/-
4.	Books	Upto 50,000/-
5.	Law software	Provided by NALSA
6.	Facilities/utility items	25,000/-

Note: Online and offline law software will be provided under directions of NALSA.

C. Miscellaneous expenses per month as per the requirement subject to the following cap

1.	Office supplies/stationery	10,000/-
2.	Postal, internet, phone and other misc. expenses	5,000/-