



DISTRICT LEGAL SERVICES AUTHORITY, WEST JAINTIA HILLS DISTRICT.

NO. WJHD/DLSA.05/LADCS/2023/149,

Dated: Jowai 1st August, 2024

“WALK-IN-INTERVIEW”

Interested candidates who are citizens of India having the requisite qualification are invited for a “WALK-IN-INTERVIEW” on the 8th August 2024 at 9:00 AM in the premises of the District and Sessions Court, West Jaintia Hills District, Khliehtyrshi for the following posts in the establishment of the District Legal Services Authority, West Jaintia Hill District under the Legal Aid Defense Counsel System.

Sl No	Name of the Post	No. of post	Essential Qualification	Renumerati on per month	Application Fee
1	Deputy Chief Legal Aid Defense Counsel	3	<ul style="list-style-type: none">• Must be a member of the Bar Association of Meghalaya who are duly registered under the Bar Council,• 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 a 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.• IT Knowledge with proficiency in work.	Rs. 40,000/-	Rs. 250/-
2	Assistant Legal Aid Defense Counsel	6	<ul style="list-style-type: none">• Must be a member of the Bar Association of Meghalaya who are duly registered under the Bar Council,• 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.	Rs. 35,000/-	Rs. 250/-
3	Office Assistant	2	<ul style="list-style-type: none">• 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,	Rs. 15,000/-	Rs. 150/-



			<ul style="list-style-type: none">• File maintenance and processing knowledge		
4	Receptionist-cum- Data Entry Operator	1	<ul style="list-style-type: none">• Educational Qualification: Graduation,• Excellent verbal and communication skills,• Word and data processing abilities,• The ability to work telecommunication systems (telephones, fax machines, switchboards etc),• Proficiency with good typing speed.	Rs. 15,000/-	Rs. 150/-
5	Office Peon	3	<ul style="list-style-type: none">• Educational Qualification: Matriculate passed or equivalent from any recognized institution.	Rs. 10,000/-	Nil

JOB PROFILE

1) 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.

2) 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,



3) 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.

4) 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.

5) Office peon

- 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.

GENERAL INSTRUCTION.

1. For the post listed at Sl No. 1 & 2, interested members of the Bar can apply in the application form attached alongwith self attested documents and 2(two) passport size photograph.
2. For the post listed at Sl No. 3, 4 & 5, interest candidates can apply in the standard form alongwith self attested documents and 2(two) passport size photograph.
3. The certificates/documents in original are to be produced at the time of interview.
4. Candidates should register themselves alongwith the application fee on the date of interview from 9: 00 AM to 11: 00 AM.
No registration will be entertained after 11: 00 AM.



5. There shall be a process of scrutiny and screening of the applications and the selected candidates will be allowed to appear for the interview.
6. The appointment will be purely on contractual basis and the appointment cannot be claimed as a right for any benefit or future absorption.
7. The decision of the District Legal Services Authority, West Jaintia Hills District, as to the result of the “Walk-in-interview” shall be final.
8. The District Legal Services Authority, West Jaintia Hills District reserves the right to cancel the walk in interview at any stage of the recruitment process without assigning any reason thereof.
9. The terms of contract for the above mentioned posts will be formulated in due course.
10. The result will be displayed on the official website of the O/o District and Sessions Judge, West Jaintia Hills District “www.jowai.dcourts.gov.in”.
11. No. TA/DA will be paid to the applicants for attending the interview.

Secretary,
District legal Services Authority
West Jaintia Hill District.

Memo NO. WJHD/DLSA.05/LADCS/2023/149-A,

Dated: Jowai 1st August, 2024

Copy to:

1. Member Secretary, Meghalaya State legal Services Authority, Shilong for kind information.
2. President/Secretary, Jaintia Hills District Bar Association for the information and intimate the same to all the members of the Bar Association.
3. The Assistant Director, Information and Public Relation, West Jaintia Hills District, Jowai for information and with a request to kindly cause press release of the same.
4. System Assistant, office of the District and Session judge, Jowai for information and to upload the same in the official website.
5. Office Notice Board.
6. Office copy.

Secretary,
District legal Services Authority,
West Jaintia Hill District.

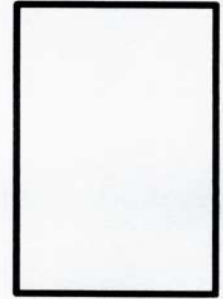
APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER IN LEGAL AID DEFENSE COUNSEL SYSTEM

State/ UT: _____

District: _____

Application No: _____

(For Office use)



APPLICATION FOR THE POST OF

Deputy Chief Legal Aid Defense Counsel

Assistant Legal Aid Defense Counsel

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth:
4. Age:
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 an experience certificate issued by the Bar Association/Council)
19. Experience in Bar :
(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 detail of a few important cases, the Applicants have dealt with / handle and reported judgment if any)	

20. Whether empaneled as Central/State Government or Government undertaking Counsel/Pleader:
(indicate period & attached documents)
21. The Court where the applicant is regularly practicing:
(Enclose Bar Association membership certificate)
22. Specify whether earlier remain 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 detail of both disposed & pending with document)
24. List of the document to be attached.
- (i) Self Attested copy of certificate in support of educational qualification.
 - (ii) Self Attested copy of certificate in Enrollment issued by the bar council under the Advocate Act, 1961.
 - (iii) Self Attested copy of photo Identity Card, Address Proof.
 - (iv) List of cases disposed off alongwith the copy of the Judgment if available.

(Signature)

DECLARATION

I hereby declare that all the statement 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 canceled. I have read and understand the instruction and term of engagement and agree to abide by those. I declare that i fulfilled the eligibility condition for the category to which I am seeking engagement I declare that I have never been penalized by any Bar integrity any disciplinary Proceeding. I also undertake with the remuneration structure and all the discipline as required thereunder. I agree with the remuneration structure and all the term and conditions by the District Legal Services Authority, Jowai.

Place:
Date:

(Signature)