

DISTRICT LEGAL SERVICES AUTHORITY, WEST JAINTIA HILLS DISTRICT

ADVERTISEMENT

(Dated: 12th March, 2025)

NO. WJHD/DLSA.05/LADCS/2023/382: Interested members of the Bar Association of Meghalaya who are duly registered under the Bar Council and who are the citizens of India having a requisite qualification are invited for a "WALK-IN-INTERVIEW" on the 27th March 2025 at 9AM in the office of the District Legal services Authority, West Jaintia Hills District for the post of **Chief Legal Aid Defence Counsel** in the establishment of the District Legal Services Authority, West Jaintia Hill District, Khlichtyrshi. The post is purely contractual in nature subject to termination of service with one month's notice of termination.

Number of Post : 1(one)

Honorarium : Rs. 65,000/- (Rupees Sixty Five Thousand) only per month.

Qualification

1. Practice in criminal law for atleast 10 years.
2. Excellent oral and written communication skills.
3. Excellent understanding of Criminal Law.
4. Thorough understanding of ethical duties of a defense counsel.
5. Ability to work effectively and efficiently with others with capability to lead.
6. Must have handled at least 30 criminal trials in Session Court, aforesaid condition of handling 30 criminal cases can be relaxed in exceptional circumstances.
7. Knowledge of computer system is preferable.
8. Quality to lead the team with capacity to manage the office.
9. Must be the citizen of India

Jop Profile

- Conducting trials / appeals / bail matters in Courts along with Deputy Chief & Assistant Legal Aid Defense Counsels.
- Assigning duties to Deputy Legal Aid Counsels in the office.
- Assigning duties to 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 aided seeker.
- 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.

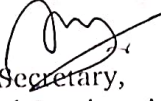
Additional Function.

- To assist the District Legal Services Authority in conducting Legal Awareness programme in schools, colleges, villages, market places and other places which the DLSA assigned
- To plan legal awareness programmes with the help of the Para Legal Volunteers.
- To plan outreach programmes in remote villages.
- To conduct Door to Door Campaign in villages especially remote and border villages.
- To prepare Project works for Accessing to Justice, prepare document, skit, plot, short stories on legal issues of public concern etc for the purpose of Street Plays, Nukad Natak, or short film for public awareness on the request made by the DLSA/SLSA/HCLSC
- To visit Police Stations frequently for providing legal aid to the arrested person, victims of crimes, prepare bail papers, and other functions which require any legal assistance.
- To visit frequently to the Legal Care and Support Centre in villages and interact with Para Legal Volunteers.
- To work in the front office for providing Legal Advice, drafting applications, petitions, replies, notices etc
- To attend to calls received through the "Legal Aid Helpline Number-15100" which is transferred by NALSA/MSLSA/DLSA

GENERAL INSTRUCTION.

1. Interested members of the Bar can apply in the application form attached alongwith self attested documents, 2(two) passport size photographs, and Application fee of Rs. 250/- (Rupees Two Hundred Fifty) at the time registration
2. The certificate/documents in original are to be produced at the time of interview.
3. Candidate should register themselves on the date of interview from 9: 00 AM to 11: 00 AM only. No registration will be entertained after 11: 00 AM.
4. There shall be a process of scrutiny and screening of the applications and selected candidates will be allowed to appear for the interview.
5. The appointment will be purely on contractual basis and the appointment cannot be claimed as a right for any benefit or future absorption.
6. The decision of the District Legal Services Authority, West Jaintia Hills District, as to the result of the **“Walk-in-interview”** shall be final.
7. 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.

8. 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".
9. 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/2023/382-A, Dated: Jowai 12th March, 2025

Copy to:

1. Member Secretary, Meghalaya State legal Services Authority, Shilong for kind information.
2. President/Secretary, Jaintia Hills District Bar Association for 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, West Jaintia Hills District 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 CHIEF LEGAL AID DISTRICT COUNSEL

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth:
4. Age(as on 1st January 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 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 regular practicing :
(Enclose Bar & attach document)
22. The court where the applicant is regularly practicing:
(Enclose Bar Association membership certificate)
23. Specify whether earlier remain on the panel of HCLSC/DLSA or TLSC :
(Indicate period \ number of legal aid cases handled & result) (attach documents)
24. 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)
25. 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.

(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.

Place:
Date:

(signature)