

Dated: 20.03.2025

DISTRICT LEGAL SERVICES AUTHORITY, AHMEDNAGAR

Advertisement for engaging qualified Advocate/Panel Lawyer on contract basis to work as a **Chief Legal Aid Defense Counsel and Assistant Legal Aid Counsel** for the 01 post each and to prepare the wait list 2-3 candidates each in the District Legal Services Authority, Ahmednagar.

As per the direction of the Maharashtra Legal Services Authority No.MSLSA/2025/777 Dated: 05.03.2025, applications are invited for engaging qualified Advocate/Panel Lawyer on contract basis for the following category in the Legal Aid Defense Counsel System. Candidates may apply for the below categories in the prescribed format, along with copies of all the testimonials and certificates duly self attested by the applicant.

Name of the Post	Chief Legal Aid Defense Counsel
No of Posts	01
Salary per Month (In Rs)	Rs.80,000/- Per Month
Desired Qualification	1. Practice in Criminal Law for at least 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 Sessions Court, 7. Knowledge of Computer System, preferable. 8. Quality to lead the team with capacity to manage the office.

Nature of Work by Chief Legal Aid Defense Counsel :

- ❖ Conducting Trials and appeals and bail matters in courts along with Deputy Chief and Assistant Legal Aid Defense Counsels.
- ❖ Assigning duties to Deputy Chief Legal Aid Defense Counsel 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 maintaining of up to date record of legal aided cases.
- ❖ Will be overall in charge of the administration of the office of Legal Aid Defense Counsel Office.
- ❖ Ensure quality of 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.

Name of the Post	Assistant Legal Aid Defense Counsel
No of Posts	01
Salary per Month (In Rs)	Rs.35,000/- Per Month
Desired Qualification	<ol style="list-style-type: none"> 1. Practice in criminal law from 0 to 3 years. 2. Good oral and written communication skills. 3. Thorough understanding of ethical duties of defense counsel. 4. Ability to work effectively and efficiently with others. 5. Excellent writing and research skills. 6. IT Knowledge with high proficiency in work.

Note : Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances with the approval of the Executive Chairman SLSA.

Nature of Work by 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 in conduct of legal aided 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 for defense strategy,

- ❖ Handling queries of legal aid seekers,
- ❖ Updating legal aid seekers about the progress of their 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,

1. 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 the guidance of SLSA. Legal Aid Defense Counsels shall be engaged on contract basis in each place/district initially for a period of one year with a stipulation of extension on yearly basis on satisfactory performance. The performance of each human resource shall be assessed in every six months by SLSA in consultation with DLSA concerned. Selection of Chief Legal Aid Defense Counsel and 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 criminal cases, preferably sessions cases, will also be included. No person with conflict of interest shall be part of selection process. After approval by the Executive Chairman, SLSA engagement contract will be executed between the Secretary DLSA and the person so engaged.

2. Code of Ethics:-

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

1. No person shall act in any matter in which he/she has a direct or indirect personal or financial interest.
 2. No personnel shall willfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during the fulfillment of his/her official duties and which is not available to members of the general public.
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3. 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.
4. No Personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.
5. No personnel within the office of legal Aid Defense Counsel shall solicit, agree to accept or accept, whether directly or in directly, any gift, favour, service, or other thing of value under circumstances from which it might be reasonably inferred that such gift, service, other things 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.
6. Legal Aid Defense Counsel shall devote his/her full time to his/her duties for the office of the Legal Aid Defense Counsel and shall not engage in the private practice of law during the term of employment.
7. 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.
8. Legal Aid Defense Counsel shall also follow the code of ethics prescribed by Bar Council of India for lawyers.

3. Termination of Services:

Services of any 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 the recommendation of the Secretary DLSA or on 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 or political activities, or.
 - v. Found incapable of rendering professional services of the required standards, or
 - vi. Failure to attend training programs without any sufficient cause, or
 - vii. Indulges in activities prejudicial to the working of Legal Aid Defense Counsel Office, or
 - viii. Using his / her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him / herself or others, or
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- 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.

4. Entitlement to Leave:

- Chief Legal Aid Defense Counsel and Deputy Legal Aid Defense Counsel shall be eligible for 15 days' leave in a calendar year on pro-rata basis.
- Assistant Counsel 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.

5. 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.
 - 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.
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- Payment for expenses incident such as travelling expenses etc.
- Information/promotional campaigns/programmes with regard to Legal Aid defense Counsel Office.

6. 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 jointly by the Chief Defense Counsel & Secretary, DLSA.

7. Monitoring and Evaluation:

- The Work and performance shall be closely monitored by the Secretary DLSA and a monthly review meeting will be organized under the chairmanship of the Chairman, DLSA. The Minutes of the meeting shall be send to SLSA. A quarterly review meeting with every LADCS office and the Secretary, DLSA will also be organized by the Member Secretary, SLSA and minutes shall be send to NALSA. On half yearly basis review meeting shall be organized 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 of Legal Aid cases of the district.

DISTRICT LEGAL SERVICES AUTHORITY, AHMEDNAGAR

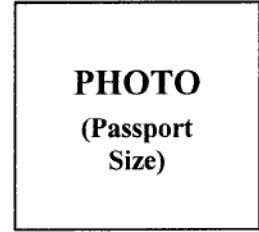
**APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL
AID LAWYER IN LEGAL AID DEFENSE COUNSEL SYSTEM**

STATE : MAHARASHTRA

DISTRICT : _____

Application No. _____

(For Office use)



**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 01-04-2025) :
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)
- Total no. of cases handled :
- (a) Nature of cases handled:
(Attach extra sheet, if required)
- (b) Specialization, if any:
(The details of a few important cases, the Applicants have dealt with/handled and reported judgement 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. Was any Court case filed against the Applicant or have ever been
convicted/arrested/detained/prosecuted/acquitted/facing any criminal prosecution
by/in a Court of Law/Court for any offence? If yes, give details.
25. 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. Photocopies of judgments in 5 Sessions cases, represented as Defense lawyer, (for the post of Chief/Deputy Legal Aid Defense Counsel).
 6. 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 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 and District Legal Services Authority, Ahmednagar.

Place : _____

Date : _____

(Name & Signature)

HOW TO APPLY:-

The standard form of application annexed with this notification shall be used for applying the above said post. Self attested education qualification certificates, experience certificate and two recently taken passport size photos must be annexed with the application.

SUBMISSION OF APPLICATION :-

The duly filled in application in the prescribed format along with self- attested Copy of certificates and all other supportive documents should be reached through post on or before **07.04.2025 (upto 5.00 p.m.)** to the following address.


**CHAIRMAN / PRINCIPAL DISTRICT JUDGE,
District Legal Services Authority, ADR Building,
District Court Campus, Ahmednagar – 414001.**

Incomplete application will be rejected without assigning any reasons. No application will be entertained after the last date fixed. All communications regarding the selection process will be published only in Ahmednagar District Court website. A separate communication letter will not be sent to the applicants.

IMPORTANT DATES :-

Date of Notification	25.03.2025
Last date for submission of Application	07.04.2025
Eligible Candidates List for interview will be Published in website (Tentatively)	08.04.2025

Date : 20.03.2025
Place : Ahmednagar


(Anju S. Shende)
Principal District Judge & Chairman
District Legal Services Authority,
Ahmednagar

Copy To :-

1. The System Analyst, District Court, **Ahmednagar.**
(For publishing in District Court Website)
2. The President, Bar Association, in **Ahmednagar District.**
3. Notice Board of District Court, Ahmednagar & District Legal Services Authority,
Ahmednagar.
4. File.

GENERAL INSTRUCTIONS

1. Only short listed candidates will be published in court website for interview after scrutinizing the applications.
 2. The *Venue, date and time of interview* will be intimated in Ahmednagar District Court website. (<https://ahmednagar.dcourts.gov.in>)
 3. Candidates should appear for the interview with their original certificates along with required testimonials.
 4. Candidates should attend the interview at their own expenses.
 5. The posts are purely contract basis and the duration is only for one year which may be extended based on the performance with periodical breaks as per the guideline of NALSA Legal Aid Defense Counsel System. The selected candidates cannot claim for permanency of the job.
 6. The selection criteria will be as per the guidelines of NALSA- Legal Aid Defense Counsel System under Modified Scheme, 2022.
 7. The applicant will be responsible for the authenticity of information and other documents by submitted her/him.
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