



**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
RANGA REDDY DISTRICT, L.B.NAGAR**

NOTIFICATION

Lr. Dig No :- 1120/2024

No.4/ LADCS/2024

Date: 30th July, 2024

**CALLING FOR APPLICATIONS FOR THE POST OF
ASSISTANT LEGAL AID DEFENCE COUNSEL
TO WORK IN THE OFFICE OF THE
"LEGAL AID DEFENCE COUNSEL SYSTEM"**

LAST DATE FOR RECEIPT OF APPLICATIONS: 12.08.2024

As per the Legal Aid Defence Counsel System - Modified Scheme 2022 formulated by National Legal Services Authority, for providing legal aid, Assistance and representation in Criminal matters, as the Telangana State Legal Services Authority has chosen 17 district headquarters for setting up "Legal Aid Defence Counsel System" Vide ROC.No.826/TLSA/2023, Dt.19.04.2023 and ROC.No.3599/TLSA/2024, Date.24.07.2024 of the Hon'ble Telangana State Legal Services Authority.

1. THE SCOPE OF WORK:

Legal Aid Defence Counsel Office shall be dealing exclusively with legal aided matters in criminal matters of the District or HQ, wherein it is established. The counsel appointed shall involve full time with the system and they are not allowed to take any private cases or any other retainership. The Legal Aid Defence Counsels are required to scrupulously perform the work profiles and follow the code of ethics as enumerated in the Legal Aid Defence Counsel System-Modified Scheme-2022 .

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The following end to end legal services shall be provided through the Legal Aid Defence Counsel Office

- o Legal Advice and Assistance to all individuals visiting the office,
- o Representation/Conducting trial and appeals including all miscellaneous work in all criminal courts such as Sessions, Special and Magistrate Courts including executive courts,
- o Handling Remand and Bail work,
- o Providing legal assistance at pre-arrest stage as per need and also in accordance with NALSA's scheme for providing such assistance,
- o Any other legal aided work related to District Courts or as assigned by the Secretary DLSA,
- o Periodic visit of Prisons of the district under the guidance of the Secretary, DLSA.

2.VACANCY OF POSTS :

As per the directions of Hon'ble Executive Chariman TSLSA following post will be filled up on tenure basis for a period of Two years on monthly salary, with a stipulation of extension on yearly basis upon satisfactory performance.

Details of the posts called for is as follows:

Sl.No.	Post called for	No.of vacancies
1	Assistant Legal Aid Defence counsel	01

3. SELECTION PROCEDURE:

After the receipt of the applications, a fair transparent competitive selection process will be adopted, considering 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 and Sessions Judge,(Chairman, DLSA) as envisaged in NALSA (Free and Competent Legal Services) Regulations 2010 subject to final approval by the Hon'ble Executive Chairman, Telangana State Legal Services Authority.

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4. QUALIFICATIONS :

The following separate qualifications are prescribed for the Legal Aid Defence Counsels are:

A) ELIGIBILITY FOR ASSISTANT LEGAL AID DEFENCE COUNSEL:

- Practice in criminal law from 0 to 3 years.
- Good oral and written communication skills.
- Thorough understanding of ethical duties of defence counsel.
- Ability to work effectively and efficiently with others.
- Excellent writing and research skills.
- IT Knowledge with high proficiency in work.

5. WORK PROFILES :

a) Assistant Legal Aid Defence Counsel.

- o Filing of cases, conducting trials in Magistrate trial cases,
- o Remand/bail and other miscellaneous work,
- o legal research in legal aided cases,
- o Visits to Prison and Legal aid Clinics as per directions,
- o Providing assistance at pre-arrest stage to suspects,
- o Assisting Chief Legal Aid Defence Counsel and Deputy Legal Aid Defence Counsel in conduct of legal aided cases,
- o 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,
- o Visiting location/area of alleged crime, having discussions with family members etc , for effective and meaningful input for Defence strategy,
- o Handling queries of legal aid seekers,
- o Updating legal aid seekers about the progress of their cases,
- o Assisting in maintaining complete files of legal aided cases,
- o Handling legal queries relating to criminal matters on telephone,
- o Any other work related to legal aid assigned by Chief Legal Aid Defence Counsel,
- o Any work/duty assigned by Legal Services Authority,

6. SALARIES:

The Legal Aid Defence Counsel will be paid salary as per the "Legal Aid Defence Counsel System - Modified Schemes-2022" which is as follows:

SI.No.	Post	Monthly Salary
1	Assistant Legal Aid Defence Counsel	Rs.30,000-00

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7. TERMINATION OF SERVICES:

Services of any legal aid Defence council engaged in the office of Legal Aid Defence 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 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 Defence counsel office, or
- viii. Using his/her position in legal aid Defence 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.

8. CODE OF ETHICS:

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

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

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- iii. No personnel within the office of Legal Aid Defence Counsel shall make use of his/her office or employment for the purpose of promoting or advertising any outside activity.
- iv. No personnel within the office of Legal Aid Defence Counsel shall engage in any outside activity or act as an independent practitioner.
- v. No personnel within the office of Legal Aid Defence 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.
- vi. Legal Aid Defence Counsel shall devote his/her full time to his/her duties for the office of Legal Aid Defence Counsel and shall not engage in private practice of law during the term of employment.
- vii. Every Personnel of the office of Legal Aid Defence Counsel shall strive to preserve the public's confidence in the office's fair and impartial execution of its duties and responsibilities.
- Viii. Legal Aid Defence Counsel shall also follow the code of ethics prescribed by Bar Council of India for lawyers.

9. LEAVE ENTITLEMENT :

- Assistant Counsel Legal Aid Defence Council 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 Defence Council Office.
- Un-availed leave shall neither be carried forward to next year nor encashed.

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NOTE: The person appointed as Assistant Legal Aid Defence Counsel shall perform their duties with utmost good faith and subject to monitoring by the District Legal Services Authority and Telangana State Legal Services Authority.

The applications complete in all respects accompanied by self attested copies of relevant academic record, testimonials etc., shall reach the **Chairperson, District Legal Services Authority, Court Complex, Ranga Reddy**, on or before **12-08-2024**.

Applications sent through post shall be superscribed as "**APPLICATION FOR APPOINTMENT AS ASSISTANT LEGAL AID DEFENCE COUNSEL**".

Applications received beyond the date so fixed will be rejected.

Authority reserves it right to reject incomplete applications or applications for want of furnishing full information as per the notification or if it is found that the information furnished is false.


Chairman,

District Legal Services Authority,
Ranga Reddy District.

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

STATE _____

DISTRICT _____

Application No. _____
(For Office use)

Photo

APPLICATION FOR CHIEF/DEPUTY/ASSISTANT LEGAL AID DEFENSE COUNSEL

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-08-2022) :
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)

(a) Total no. of cases handled:

(b) Nature of cases handled :

(Attach 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.)

20. Whether empanelled as Central/State Government or :

Government undertaking counsel/pleader

(Indicate period & attach documents)

21. The Courts where the Applicant is regularly practising :

(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. 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. Photo copies 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 fulfil the eligibility conditions for the category to which I am seeking engagement. I declare that I have never 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 SLSA/DLSA concerned.

(Signature)

Place: _____

Date: _____