OFFFICE OF DISTRICT LEGAL SERVICES AUTHORITY, ALIPURDUAR

No. 04/DLSA-APD/2025 Dated: 17/12/25

NOTIFICATION

INVITING APPLICATIONS FOR ENGAGEMENT AS LAWYERS AT LEGAL AID DEFENSE COUNSEL OFFICE

In view of WB SLSA Letter No. 2913/SLSA-21/2022 dated: 01.12.2025, read with letter no. 1728 dated 12.12.2025, and as per guidelines mentioned therein, as well as of NALSA- LADCS Scheme 2022 (Modified), applications are invited from eligible lawyers, having requisite qualifications, for contractual full time engagement, for following posts, at the newly approved Office of the LADCS, under DLSA, Alipurduar, as detailed below:

1. **Scope of work:**

Legal Aid Defense Counsel Office shall be dealing exclusively with legal aid matter in criminal matters of the District, 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, wherein present counsel assignment system (Panel Lawyers) will continue to be operational. The following end to end legal services shall be provided through the legal Aid Defense Counsel Office:

- Legal Advice and assistant to all individual visiting the office,
- Representation/Conducting trial 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 aided 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.

2. **Details of Posts & eligibility criteria:**

S. No.	Name of Posts	No. of Posts	Period of engagement	Qualification / Eligibility criteria
1.	Chief Legal Aid Defense Counsel	01	All the engagement shall be on Contractual basis for 1 year *(further scope of extension on satisfactory performance as per NALSA guidelines and decision of WBSLSA)*	- 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 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 (may be relaxed as per note below) - Knowledge of computer system, preferable,

				- Quality to lead the team with capacity to manage the office.
2	Deputy Legal Aid Defense Counsel	02		- 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 as per note below) - IT Knowledge with proficiency in work.
3	Assistant Legal Aid Defense Counsel	03		- 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 proficiency in work.

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY ALIPURDUAR

Note 1: Qualifications may be reasonably relaxed in case of exceptional candidate or circumstances with the approval of the Honb'le Executive Chairman, SLSA, WB.

3. **Honorarium (Retainership Fee):**

The Legal Aid Defense Counsels will be paid Honorarium/retainership fee as per the "Legal Aid Defense Counsel Systems Modified Scheme-2022" which is as follows:-

Sl. No.	Post	Monthly Honorarium /Retainership Fee
01	Chief Legal Aid Defense Counsel	Rs. 85,000/-
02	Deputy Legal Aid Defense Counsel	Rs. 60,000/- each
03	Assistant Legal Aid Defense Counsel	Rs. 35,000/- each

The Honorarium / Retainership fee payable, as above, is fixed on the basis of yardstick provided by NALSA with due reference to population of the town.

The Honorarium / Retainership fee paid shall be subject of applicable Income Tax laws. The number of posts and the honorarium payable is liable to be enhanced or reduced based upon the performance of legal Aid Lawyers in LADCS office as per direction from WB SLSA.

4. **Selection procedure:**

After due publicity including public notice, application will be invited and a fair, transparent and competitive selection process shall be adopted by DLSA under guidance of SLSA, West Bengal.

Selection of Chief LADCS, Deputy LADCS, and Assistant LADCS will be purely based on merit, taking into account the knowledge, skills, practice, and experience of candidate.

As per the guideline issued by NALSA, the selection shall be carried out by Selection Committee under the Chairmanship of Ld. District & Sessions Judge -Cum-Chairman, DLSA, Alipurduar, subject to final approval by the Honb'le Executive Chairman, WB SLSA, upon which the engagement contracts shall be executed. In the selection committee at least 3 senior most Judicial officers posted at head quarter, dealing mainly Criminal Cases, preferably, Sessions cases will also be included. No persons with conflict of interest shall be part of selection process.

The **tentative dates** & selection process are as below:

Invitation for Applications commences from	18.12.2025 (10 AM onwards)
Last Date to apply	26.12.2025 (till 5 PM)
Scrutiny of Applications commences	29.12.2025
Date for commencement of admit card/ call letter	05.01.2026
Written Test	11.01.2026
Interview Date	To be decided later

For assessment test (written & interview) including the time duration for written test, relevant subjects, question patterns, etc. shall be as per Broad Guidelines issued by WB SLSA.

The Steps involved in the selection process would be as per the discretion of Selection Committee and in light of Broad Guidelines of WB SLSA.

Submission of list of successful candidates in the order of merit along with the marks sheets and waiting list of two candidates to each post who are immediately next to the selected candidate/s in the order of merit to SLSA, West Bengal.

5. **WORK PROFILE:**

A) Chief Legal Aid Defense Counsel:

- Conducting trials/appeals and bail matters in courts along with Deputy Chief and Assistant legal Aid Defense Counsel,
- Assigning duties to Deputy Legal Aid Defense Counsel in the office,
- Assigning duties of Assistant legal aid defense counsel and for other work including legal research,
- Ensure proper legal research, planning effective defense strategy, and thorough preparation in each & every legal aid 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 aid cases,
- Will be overall in charge of administration of the office of LADCS,
- 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.

B) Deputy 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 Defense 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,
- Visit 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,
- 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.



6. **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 Chairman, DLSA on recommendation of the Secretary, DLSA, or on directions by SLSA in writing:

- He / She substantially breaches any duty or service required in the office, or,
- Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiaries or his friend or relative, or,
- Charged or convicted for any offence by any court of law, or,
- Indulges in any type of political activities, or,
- Found incapable of rendering professional services of the required standards, or,
- Failure to attend training programmes without any sufficient cause, or,
- Indulges in activities prejudicial to the working of the legal aid defense counsel office, or,
- Using his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/herself or others, or,
- Acts in breach of code of ethics, or,
- Remains absent without leave for more than two weeks, or,
- If services or found unsatisfactory during the 6-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:

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.

iii. 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.

iv. No personnel within the office of Legal Aid Defense counsel shall engage in any outside activity or act as an independent practitioner.

v. 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 for the purpose of influencing 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 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.

vii. Every Personnel of the office 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.

viii. Legal Aid Defense Counsel shall also follow the code of ethics prescribed by Bar Council of India for lawyers.

8. **LEAVE ENTITLEMENT:**

- 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 Legal Aid Defense 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.

The Scheme of engagement along with application form may be downloaded from the official website of Alipurduar District Court (https://alipurduar.dcourts.gov.in) or from office of DLSA/ Notice board of DLSA, Alipurduar.

The duly filled application form along with self-attested copies of supporting documents (certified copies / CIS copies, etc.) shall be submitted at the address of **"The Secretary, District Legal Services Authority, Alipurduar District Court Complex, 1st Floor of Addl. District & Sessions Judge Court, Alipurduar, Pin - 736122".** The envelope **must state the name of post for which the application has been submitted.**

The applications may be submitted physically or through speed post only withing the due date for receiving of applications. Any application received after due date/ time shall not be considered.

Multiple applications for multiple posts by same candidate may render all applications liable for rejection.

Selection Committee reserves its 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 are false.

All correspondence and intimations will be made **only through e-mails** provided by the candidates in the applications.

Sd/-

By Order
Chairman, Selection Committee -cum-
Ld. Chairman, District Legal Service Authority, Alipurduar

Chairman
District Legal Service Authority
Alipurduar

OFFICE OF THE DISTRICT LEGAL SERVCES AUTHORITY, ALIPURDUAR

APPLICATION FOR CHIEF/ DEPUTY/ ASSISTANT LEGAL AID DEFENSE COUNSEL
(use black or blue ball pen only)

(For office use only) Application from No._____/LADCS/APD

1. Name of the Applicant (in block letter) : _____

_____

Photo

2. Father's/ Husband's Name : _____

_____

3. Date of Birth : _____/_____/_____

4. Permanent Address : _____

_____PIN_____

5. Gender: Male ☐ Female ☐ Other ☐

6. Chamber address : (if Any) :

7. Age as on : 01.12.2025 _____Years _____ Month(s)_____ (Day(s)

8. Telephone No. (O) :
9. Telephone N. (R) :
10. Mobile No. :
11. Fax No. :
12. E-mail ID :
13. PAN No. :
14. Aadhaar No. :

15. Essential Qualification & Others Madhyamik / Secondary education & onwards) :

Examination Passed	Board / University/ Institution	Year of Passing	Obtained in % (aggregate)
Course			
Graduation			
Professional Degree LLB			
LLM			
Any Other (If any)			

16. Date of enrollment as lawyer :

17. Enrollment No. :
(Attached self attested copy of enrollment certificate issued by Bar Council)

18. Experiance in Bar :
(Duration of actual practice)

(Attach an experiance certificate issued by the Bar Association/ Council)

(a) Total no. of cases handled :

(b) Nature of cases handled :
(attached extra sheet, if required)

(c) Specilization , if any :

(d) (The details of a few important cases :
The Applicants have a dealt with/ handled and reported judgment if any)

19. Whether empanelled as Central/State Government or :
Government undertaking counsel/pleader
(Indicate period & attach document)

20. The Court where the Applicant is regularly practicing :
(Indicate period, number of legal aid cases handled & result)
(Enclose Bar Association Membership Certificate)

21. Specify whether earlier remained on the panel of HCLSC/DLSA or TLSC :
(Indicate period, number of legal aid cases handled & result)
(attach document)

22. Whether any disciplinary case/complaint/ was
Against the Applicant with any Bar Council : YES NO
(If yes, specify details of both disposed & pending with documents)

23. Computer Skills :

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 the Photo identity Card, Address proof.
4. Self attested copy of ITR for last 3 years (if available)
5. Self attested copy of Computer Skill.

(Signature)