OFFICE OF THE
MANIPUR STATE LEGAL SERVICES AUTHORITY

(ADR building, Lamphel Court Complex, Lamphelpat, Imphal - 795004)

ADVERTISEMENT

Imphal, the 20th May, 2025

No. 6/72/2023-MASLSA(Pt.ii)/12 Applications in the prescribed format are invited from intending candidates for contractual engagement to the following posts for the expansion of "**Legal Aid Defense Counsel System**" in the judicial districts of **Ukhrul, Senapati, Churachandpur, Chandel & Tamenglong** under the LADCS Scheme, 2022 of National Legal Services Authority (NALSA).

Sl. No.	Name of post	Total no. of post	Consolidated Honorarium	Remarks
1.	Chief Legal Aid Defense Counsel	05	Rs. 75,000/- p.m.	One post each for the judicial districts of Ukhrul, Senapati, Churachandpur, Chandel & Tamenglong
2.	Deputy Chief Legal Aid Defense Counsel	05	Rs. 55,000/- p.m.	
3.	Assistant Legal Aid Defense Counsel	05	Rs. 30,000/- p.m.	
4.	Office Assistant (OA)	05	Rs. 20,000/- p.m.	
5.	Receptionist-cum-Data Entry Operator	05	Rs. 17,000/- p.m.	
6.	Peon -cum- Sweeper	05	Rs. 12,000/- p.m.	

Detailed eligibility criteria, required qualifications and application form can be obtained from the respective office of the District Legal Services Authority or can be downloaded from the official website of MASLSA at www.maslsa.nic.in & High Court of Manipur at www.hcmimphal.nic.in.

(Alek Muivah)
Member Secretary
Manipur State Legal Services Authority

Copy to:

1. P.S. to the Hon'ble Executive Chairman, Manipur State Legal Services Authority.
2. The Chairperson/ Secretary, District Legal Services Authorities, Ukhrul, Senapati, Churachandpur, Chandel & Tamenglong ...*for wide circulation in the district including District Bar Association.*
3. The News Editor, (i) The Sangai Express (English Edition); (ii) The Peoples's Chronicle & (iii) Imphal Free Press ...*with a request to publish the advertisement in the esteemed daily for 2(two) days at the earliest in a print area not more than 3 column x 15 cm and submit the bill for early payment.*
4. The System Analyst, High Court of Manipur ...*with a request to upload the same in the official website of High Court of Manipur.*
5. Notice Board/ File.

I. Details for the Post of Chief Legal Aid Defense Counsel:

1.	Name of the Post	Chief Legal Aid Defense Counsel
2.	No. of Post	5 (Five)
3.	Honorarium	Rs. 75,000/- per month
4.	Qualification and Experience	A Degree in Law AND • 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 a defense counsel. • Ability to work effectively and efficiently with others with capability to lead. • Quality to lead the team with capacity to manage the office. • Knowledge of computer system is preferable • Knowledge of Manipuri Language
5.	Mode of Recruitment	Selection will be done on the basis of Written examination and Personal Interview
6.	Tenure	For a period of one year with a stipulation of extension on yearly basis subject to satisfactory performance.
7.	Age	Minimum age 35 Years as on date of advertisement.
8.	Job Profile	• Conducting trials and appeals and bail matters in courts along with Deputy Chief & Assistant Legal Aid Defense Counsels. • Assigning duties to Deputy Chief Legal Aid Defense Counsels in the office. • Assigning duties of Assistant Legal Aid Defence Counsel for assisting him and Deputy Chief Legal Aid Defense Counsel and for other work including legal research. • Ensure proper legal research, planning effective defence 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 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.
9.	Scheme of Examination	• **Written Examination on Law Paper – (60 marks)**: Multiple Choice questions & drafting • **Viva-Voce/Interview – (40 marks)** • Only those candidates who qualify in the written examination in the ratio of 1:5 will be called for Viva Voce/Interview. • Total marks obtained in written examination and viva-voce/interview shall be counted towards preparation of final merit list.

II. Details for the Post of Deputy Chief Legal Aid Defense Counsel :

1.	Name of the Post	Deputy Chief Legal Aid Defense Counsel
2.	No. of Post	5 (Five)
3.	Honorarium	Rs. 55,000/- per month
4.	Qualification and Experience	A Degree in Law AND • 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 • IT Knowledge with proficiency in work. • Knowledge of Manipuri Language.
5.	Mode of Recruitment	Selection will be done on the basis of Written examination and Personal Interview
6.	Tenure	For a period of one year with a stipulation of extension on yearly basis subject to satisfactory performance.

7.	Age	Minimum age 30 Years as on date of advertisement.
8.	Job Profile	• 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.
9.	Scheme of Examination	• **Written Examination on Law Paper – (60 marks)**: Multiple Choice questions & drafting • **Viva-Voce/Interview – (40 marks)** • Only those candidates who qualify in the written examination in the ratio of 1:5 will be called for Viva Voce/Interview. • Total marks obtained in written examination and viva voce/interview shall be counted for preparation of final merit list.

III. Details for the Post of Assistant Legal Aid Defense Counsel:

1.	Name of the Post	Assistant Legal Aid Defense Counsel
2.	No. of Post	5 (Five)
3.	Honorarium	Rs. 30,000/- per month
4.	Qualification and Experience	A Degree in Law AND • Practice in Criminal law for at least 0 to 3 years. • Excellent 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. • Knowledge of Manipuri Language
5.	Mode of Recruitment	Selection will be done on the basis of Written examination and Personal Interview
6.	Tenure	For a period of one year with a stipulation of extension on yearly basis subject to satisfactory performance.
7.	Age	Minimum age 25 years as on date of advertisement.
8.	Job Profile	• 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.
9.	Scheme of Examination	• **Written Examination on Law Paper - (60 marks)**: Multiple Choice questions & drafting

		• **Viva-Voce/Interview - (40 marks)** • Only those candidates who qualify in the written examination in the ratio of 1:5 will be called for Viva Voce/Interview. • Total marks obtained in written examination and viva voce/interview shall be counted for preparation of final merit list.

IV. Details for the Post of Office Assistant:

1.	Name of the Post	Office Assistant
2.	No. of Post	5 (Five)
3.	Honorarium	Rs. 20,000/- per month
4.	Qualification and Experience	Graduation with typing speed of at least 35 w.p.m AND • 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. • File maintenance and processing knowledge. • Knowledge of Manipuri Language
5.	Mode of Recruitment	Selection will be done on the basis of Written examination, Computer typing test and Personal Interview
6.	Tenure	For a period of one year with a stipulation of extension on yearly basis subject to satisfactory performance.
7.	Age	Minimum age 20 Years as on date of advertisement.
8.	Job Profile	• 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.

9.	Scheme of Examination	• **Written examination – (50 marks)**: MCQs on General English, General Awareness and Quantitative Aptitude. • Only those candidates who qualify in the written examination in the ratio of 1:10 will be call for computer typing test. • **Computer typing test – (20 marks)** • Candidates in the ratio of 1:5 will be shortlisted in the merit of written examination and computer typing test, and will be called for Viva Voce/Interview. • **Viva Voce/Interview – (30 marks)** • Total marks obtained in written examination, computer typing test and viva voce/interview shall be counted for preparation of final merit list.

V. Details for the Post of Receptionist -cum- Data Entry Operator:

1.	Name of the Post	Receptionist-cum-Data Entry Operator
2.	No. of Post	5 (Five)
3.	Honorarium	Rs. 17,000/- per month
4.	Qualification and Experience	Graduation with typing speed of at least 35 w.p.m AND • Excellent verbal and written communication skills. • Word and data processing abilities. • The ability to work telecommunication systems (telephones, fax machines, switchboards etc). • Proficiency with good typing speed. • Knowledge of Manipuri Language.
5.	Mode of Recruitment	Selection will be done on the basis of Written examination, Computer Skill test and Personal Interview
6.	Tenure	For a period of one year with a stipulation of extension on yearly basis subject to satisfactory performance.
7.	Age	Minimum age 20 Years as on date of advertisement.

8.	Job Profile	• 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.
9.	Scheme of Examination	• **Written examination – (50 marks)**: MCQs on General English, General Awareness and Quantitative Aptitude • Only those candidates who qualify the written examination in the ratio of 1:10 will be called for the skill test. • **Skill Test – (20 marks):** Computer Typing Test, DTP Works & MS Office etc. • Candidates in the ratio of 1:5 will be shortlisted on the merit of written examination and skill test, and will be called for Viva Voce/Interview. • **Viva Voce/Interview – (30 marks)** • Total marks obtained in written examination, skill test and viva voce/interview shall be counted for preparation of final merit list.

VI. Details for the Post of Peon:

1.	Name of the Post	Peon
2.	No. of Post	5 (Five)
3.	Honorarium	Rs. 12,000/- Per month
4.	Qualification and Experience	Matriculate
5.	Mode of Recruitment	Selection will be done on the basis of Personal Interview
6.	Tenure	For a period of one year with a stipulation of extension on yearly basis subject to satisfactory performance.
7.	Age	Minimum age 20 years as on date of advertisement.

8.	Job Profile	• 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.
9.	Scheme of examination	• **Written examination** *on General English & Awareness may be conducted only for the purpose of screening/shortlisting.* • **Viva Voce/Interview – (100 marks)** • Candidates in the ratio of 1:10 will be called for Viva Voce/Interview. • Only the marks obtained in Viva Voce/Interview will be counted for preparing the final merit list.

GENERAL INFORMATION

1. The Written Examination shall be conducted simultaneously on the same day across all five districts at their respective district headquarters, namely Ukhrul, Senapati, Churachandpur, Chandel, and Tamenglong.

2. Duly filled up application form in the prescribed format with all the requisite enclosures and examination fee shall be submitted **to the respective office of the District Legal Services Authority.**

3. The last date for submission of application form is on **10th June, 2025.**

4. The examination fee shall be **Rs. 1,000/- (Rupees one thousand only)** for each post of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel, and Assistant Legal Aid Defense Counsel & **Rs. 500/- (Rupees five hundred only)** for each post of Office Assistant, Receptionist-cum-Data Entry Operator, and Peon.

5. Candidates shall use the application form enclosed as **Annexure – I** for the post of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel & Assistant Legal Aid Defense Counsel.

6. Candidates shall use the application form enclosed as **Annexure – II** for the post of Office Assistant, Receptionist cum Data Entry Operator & Peon.

7. All candidates must ensure that the application form is duly and accurately filled, and all required documents are properly enclosed or attached at the time of submission. Incomplete or incorrect applications shall be summarily rejected.

8. Since the examinations for all posts will be conducted on the same day, candidates are advised to apply for only one post.

9. The engagement shall be purely on a contractual basis and shall not confer any right or assurance of regular appointment. The remuneration shall be paid as honorarium or on a retainership basis and not as a salaried position.

10. Any further changes/subsequent notifications/exam schedules etc. will be uploaded in the website of High Court of Manipur (www.hcmimphal.nic.in) and Manipur State Legal Services Authority (www.maslsa.nic.in)

* Hon'ble Executive Chairman, Manipur State Legal Services Authority reserves the right to appoint or reject any applicant/candidature.

Annexure – I

APPLICATON 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 10-06-2025) :
5. Gender :
6. Residential Address :

7. Office Address :

8. Chamber Address (if any) :

9. Mobile No. :
10. E-mail ID :
11. PAN No. :
12. AADHAAR No. :
13. 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)			

14. Date of Enrolment as Lawyer :

15. Enrolment No. :
(Attach self-attested copy of enrolment certificate issued by Bar Council)

16. 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.)

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

18. The Courts where the Applicant is
Regularly practicing :
(Enclosed Bar Association Membership Certificate)

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

20. 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)

21. List of documents to be attached.

(a) Self-Attested copy of Certificates in support of educational qualifications.

(b) Self-Attested copy of Certificate in Enrolment issued by the Bar Council under the Advocates Act, 1961.

(c) Self-Attested copy of Photo Identity Card, Address Proof.

(d) Self-Attested copy of ITR for last 3 years (if available)

(e) Photo copies of judgements in Sessions Cases, represented as Defense lawyer (if any).

(f) Photocopies of cross examinations in Sessions Cases (if any).

(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: _____

GOVERNMENT OF MANIPUR
OFFICE OF THE MANIPUR STATE LEGAL SERVICES AUTHORITY

ADMIT CARD

Photo

ROLL NO……
(To be filled in by officials)

Name of the Post: …….

1. Name : _____
2. Father's Name : _____
3. Address : _____
4. Signature of Candidate: _____

Date of Examination (To be filled in by the officials): _____

Examination centre (To be filled in by the officials) : _____

Controller of Examination

GOVERNMENT OF MANIPUR
OFFICE OF THE MANIPUR STATE LEGAL SERVICES AUTHORITY

ADMIT CARD

Photo

ROLL NO……
(To be filled in by officials)

Name of the Post: …….

1. Name : _____
2. Father's Name : _____
3. Address : _____
4. Signature of Candidate: _____

Date of Examination (To be filled in by the officials): _____

Examination centre (To be filled in by the officials) : _____

Controller of Examination

Annexure – II

APPLICATION FORM FOR THE POST OF OFFICE ASSISTANT/ RECEPTIONIST -CUM- DATA ENTRY OPERATOR / PEON -CUM- SWEEPER

Photo

POST APPLIED FOR …….

ROLL NO…….
(To be filled in by officials)

1. Name in full (IN CAPITAL LETTERS)

2. Father's/Husband's Name (IN CAPITAL LETTERS)

3. Permanent Address (IN CAPITAL LETTERS)

District																					
State														Pin							

4. Postal Address (IN CAPITAL LETTERS)

District																					
State														Pin							

5. Date of Birth

D	D	M	M	Y	Y	Y	Y

6. Age as on 10th June, 2025: ……. Years ……. Months …… Days

7. Sex: Male ☐ Female ☐ Others ☐ (Tick appropriate box)

8. Educational Qualification (Attach Photostat copy of the Certificates/Mark Sheets)

Exam passed	Name of Board/ University	Year of Passing	Roll Number	Percentage of marks secured

9. Experience, if any

_____

_____

_____

10. Marital status: Married ☐ Unmarried ☐

11. Mobile No.

12. List of enclosures:-

(i) ……

(ii) ……

(iii) ……

(iv) ……

(v) ……

(vi) ……

(vii) ……

(viii) ……

I do hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

Place: SIGNATURE OF THE APPLICANT

Date:

GOVERNMENT OF MANIPUR
OFFICE OF THE MANIPUR STATE LEGAL SERVICES AUTHORITY

ADMIT CARD

Photo

ROLL NO……
(To be filled in by officials)

Name of the Post: …….

1. Name : _____
2. Father's Name : _____
3. Address : _____
4. Signature of Candidate: _____

Date of Examination (To be filled in by the officials): _____

Examination centre (To be filled in by the officials) : _____

Controller of Examination

GOVERNMENT OF MANIPUR
OFFICE OF THE MANIPUR STATE LEGAL SERVICES AUTHORITY

ADMIT CARD

Photo

ROLL NO……
(To be filled in by officials)

Name of the Post: …….

1. Name : _____
2. Father's Name : _____
3. Address : _____
4. Signature of Candidate: _____

Date of Examination (To be filled in by the officials): _____

Examination centre (To be filled in by the officials) : _____

Controller of Examination