



# **DISTRICT LEGAL SERVICES AUTHORITY, PURBA BARDHAMAN**

## **Employment Notice**

**Notification No.: 01 of 2026**

**Date: 14th Day of January, 2026.**

### **NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS LEGAL AID DEFENSE COUNSELS AND HUMAN RESOURCES (STAFF) IN LEGAL AID DEFENSE COUNSEL OFFICE IN PURBA BARDHAMAN DISTRICT.**

Legal Services Authority offers free legal services to eligible citizens ensuring that no person gets denied justice because of financial and social disadvantage. It provides legal services within the eligibility criterion spelled out in Section 12 of Legal Service Authority Act, 1987.

In view of the direction received from the Member Secretary, State Legal Services Authority, West Bengal vide communication No.2871/SLSA-21/22 Dated-26.11.2025, a Recruitment process of Legal Aid Defense Counsels and Human Resources (Staff) would be conducted by a designated Recruitment Committee under the LADCS Scheme, 2022 (modified) of NALSA.

As such, **applications are invited from the eligible candidates for the purpose of appointment (on contractual basis) at Sadar Court, Purba Bardhaman for a period of One (01) year with a stipulation of extension on yearly basis subject to the satisfactory performance.**

#### **(A) General Information regarding Posts, Vacancy, Qualification required and monthly remuneration:**

Sl. No.	Name of the Posts	No. of Vacancy	Qualification required	Range of Monthly Honorarium and Remuneration
1.	Chief Legal Aid Defense Counsel	01	<ul style="list-style-type: none"><li>•Practice in Criminal law for at least 10 years,</li><li>•Excellent oral and written communication skills,</li><li>•Excellent understanding of Criminal law,</li><li>•Thorough understanding of ethical duties of a Defense counsel,</li><li>•Ability to work effectively with others with capability to lead,</li><li>•Must have handled at least 30 criminal trials in Sessions Courts, aforesaid condition of handling 30 Criminal cases can be relaxed in appropriate circumstances,</li><li>•Basic knowledge of computer system is necessary,</li><li>•Quality to lead the team with capacity to manage the office.</li></ul>	Rs.60,000/- - Rs.1,00,000/-
2.	Deputy Legal Aid Defense Counsel	02	<ul style="list-style-type: none"><li>•Practice in Criminal law for at least 7 years,</li><li>•Excellent oral and written communication skills,</li><li>•Excellent understanding of Criminal law,</li><li>•Skill in legal research,</li><li>•Thorough understanding of ethical duties of Defense counsel,</li><li>•Ability to work effectively and efficiently with others,</li><li>•Must have handled at least 20 criminal trials in Sessions Courts, may be relaxed in exceptional circumstances,</li><li>•IT knowledge with proficiency in work.</li></ul>	Rs.30,000/- - Rs.75,000/- each
3.	Assistant Legal Aid Defense Counsel	03	<ul style="list-style-type: none"><li>•Practice in Criminal law from 0 to 3 years,</li><li>•Good oral and written communication skills,</li><li>•Thorough understanding of ethical duties of a Defense counsel,</li><li>•Ability to work effectively and efficiently with others,</li><li>•Excellent writing and research skills,</li><li>•IT knowledge with high proficiency in work,</li></ul>	Rs.20,000/- - Rs.45,000/- each
4.	Office Assistant cum Clerk	01	<ul style="list-style-type: none"><li>•Educational qualification: Graduation, Basic Word processing skills and the ability to operate Computer and skills to feed data, good typing speed with proper setting of petition,</li><li>•Ability to take dictation and prepare files for representation in the courts,</li><li>•File maintenance and processing knowledge.</li><li>•Age (as on 01.01.2026): 18-40 years (Age relaxation as per Rules of the Govt. of West Bengal).</li></ul>	Rs.12,500/- - Rs.15,000/-



5.	<b>Receptionist cum Data Entry Operator</b>	<b>01</b>	<ul style="list-style-type: none"><li>• Educational qualification: Graduation,</li><li>• Excellent verbal and written communication skills,</li><li>• Word and data processing abilities, the ability to work in tele-communication systems (Telephones, Fax machines, switch boards, video conferencing systems etc.)</li><li>• Proficiency with good typing skills</li><li>• Note: Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances after the approval of the Hon'ble Executive Chairman, SLSA, WB.</li><li>• Age (as on 01.01.2026): 18-40 years (Age relaxation as per Rules of the Govt. of West Bengal).</li></ul>	Rs.12,000/- - Rs.15,000/-
6.	<b>Office Peon</b>	<b>01</b>	<ul style="list-style-type: none"><li>• Educational qualification: Matriculation or equivalent</li><li>• Age (as on 01.01.2026): 18-40 years (Age relaxation as per Rules of the Govt. of West Bengal).</li></ul>	Rs.10,000/- - Rs.12,000/-

**(B) Mode of Application:**

Application to be submitted **in person** in sealed envelope at the office of the District Legal Services Authority, Purba Bardhaman. Sealed envelope must be addressed by the candidate to *The Chairman, Selection Committee for engagement of Human Resource in office of the LADCS, DLSA, Purba Bardhaman, A.D.R. Centre, 3rd Floor, Sadar Court Premises, Bardhaman, P.O. & P.S.-Bardhaman, District-Purba Bardhaman, Pin Code-713101, State-West Bengal.*

**No application through Postal or through mail or any other electronic mode shall be accepted.**

**Commencement of submission of Application: 14-01-2026 (from 11:00 a.m. to 5:00 p.m.)**

**Closing Date and Time for Submission of Application: 29-01-2026 (till 5:00 p.m.)**

**No Application shall be submitted on Saturday, Sunday and Holidays.**

**(C) Mode of Examination:**

**I. Posts of Chief, Deputy and Assistant Legal Aid Defense Counsel** (for practicing advocates in criminal cases)

- Written Examination: 60 marks; duration - 1½ hours.
- Personality Test & Computer Knowledge Test: 40 marks.

**II. Post of Office Assistant cum Clerk**

- Written Examination: 60 marks; duration - 1½ hours.
- Personality Test, Computer & Typing Knowledge Test: 40 marks.
- Qualification: Graduation; basic Computer knowledge; good typing speed, ability to take dictation.

**III. Post of Receptionist cum Data Entry Operator**

- Written Examination: 40 marks;
- Technical Examination (Computer Test, Scanning, Photocopying, drafting letters/reports, etc.): 30 marks;
- Personality Test: 30 marks.



- Qualification: Graduation; proficiency in Computer operations; strong typing skills; ability to work with telecommunication systems (Telephones, Fax machines, switch boards, video conferencing systems etc.);

#### **IV. Post of Office Peon**

- Personality Test: 100 marks.
- Qualification: Madhyamik pass from any recognised Board.

#### **(D) Instruction regarding Application form:-**

The applicants have to download the Application form for the concerned post either from the website of Purba Bardhaman District Court or from the office of the District Legal Services Authority, Purba Bardhaman. The Last Date of submission of the Application form to the office of the Chairman, District Legal Services Authority Purba Bardhaman is 29th January, 2026 (within 5:00 p.m.).

- Incomplete and illegible Application forms shall be rejected.
- Self attested photocopies of all the supportive documents have to be attached alongwith the Application form.
- No Application form shall be received from the Postal Service or through email or through any other electronic mode.

#### **(E) Date, Time and Venue of Examination:-**

Will be notified in due course of time through the official website of this Judgeship.

#### **(F) Terms and Conditions:-**

1. The Committee reserves the right to accept or reject any application if found Incomplete and unfit.
2. Remuneration would be as per Govt. Rules time to time and subject to allotment of fund.
3. The contract will be valid for one (01) year and may be extended time to time on yearly basis subject to the satisfactory performance.
4. The selected candidates have to file an affidavit stating that no criminal case is pending against him/her before any Court of Law.
5. The monitoring and evaluation system for financial outlet, entitlement of leave, Code of ethics and termination of Services would be decided as per LADCS, 2022 (modified).

#### **(G) How to Apply:**

The standard form of application annexed with this notification shall be used for applying the above said posts.

#### **(H) Documents to be submitted:**

1. Self-attested Copy of the Birth Certificate / Admit Card of Secondary Education issued by any recognised institution.
2. Self-attested Copy of Madhyamik Pass Certificate; Higher Secondary Pass Certificate; Graduation Certificate.
3. Self-attested Copy of Computer Pass Certificate having undergone, atleast a minimum of six months course from any Govt. recognised institution (not applicable for the post of office peon).
4. Self-attested Copy of SC / ST Certificate, if he/she does belong to that category.
5. Self-attested Copy of Certificate of Work experience, if any.



6. Recent (not more than six-month-old) Coloured Passport Photograph to be annexed with the application.

**(I) Selection Process:**

The selection procedure shall be made in the line of the Guideline of NALSA bearing Letter F.No.L/27/20222/NALSA/588/J dated 29.07.2024 and Letter F. No.L/27/2022-NALSA (Part File)/4678/-4714 dated 27.03.2024 of the Accounts Officer, NALA as well as final Expenditure Finance Committee (EFC) Memorandum Dated 05.03.2024 of the Govt. of India, Department of Justice, Ministry of Law Justice and Letter No. A-60011/22/2023LAP(JUS) (E-807) dated-15.03.2024.

**(J) Reason for rejection of Application during scrutiny:**

1. Incomplete documentation / improper / illegible filled up form may lead to the rejection of application without assigning any reasons to the candidate.
2. Applying for more than one post by the same candidate shall result in the rejection of the application without assigning any reasons to the candidate.

**(K) General Instructions:**

1. Only shortlisted candidates will be called for examination/ walk-in-interview after scrutinizing the applications. The names of the eligible candidates shall be displayed in the official website of the District Court, Purba Bardhaman in <https://purbabardhaman.dcourts.gov.in/>
2. The actual date, time and slot of examination/ walk-in-interview will be intimated in the official website of the District Court, Purba Bardhaman in <https://purbabardhaman.dcourts.gov.in/>
3. No TA / DA will be admissible to the candidates for appearing to the examination/ walk-in-interview.

**(L) Termination of Services of Human Resources (Staff):**

Services of any human resource 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, Purba Bardhaman on recommendation of the Secretary, DLSA, Purba Bardhaman or on the direction by SLISA, WB in writing:

1. He / she substantially breaches any duty or service required in the office, or
2. Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or his/her friend or relative, or
3. Charged or Convicted for any offence by any court of law, or
4. Indulges in any type of political activities, or
5. Found incapable of rendering professional services of the required standards, or
6. Failure to attend training programmes without any sufficient cause, or
7. Indulges in activities prejudicial to the working of legal aid defense counsel office, or
8. Uses his/her position in legal aid defense counsel office to secure unwarranted privileges or advantages for him/himself or others, or
9. Acts in breach of code of ethics, or
10. Remains absent without leave for more than two (02) weeks, or



11. If services are found unsatisfactory during the six-monthly performance review by the SLSA, WB or DLSA.

**(M) Code of Ethics:**

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

- No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
- 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 fulfilment of his/her official duties and which is not available to members of the general public.
- 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.
- No personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.
- 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 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.
- No personnel shall engage in any other salaried job at any concern during the term of employment.
- 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.

**(N) Terms of contract:**

Terms of contract with the Office Assistant / Clerks-cum-Receptionist-cum-Data-Entry Operator (Typist) and office peon at the office of LADCS shall not entitle any claim of the contractual persons to regular Government positions or to Govt. pay, allowances or perquisites. The payments under such contract are honorarium and not salary.

Sd./-(Sujay Sengupta)  
Chairman,  
Selection Committee for  
engagement of Human Resource in  
office of the LADCS under  
DLSA, Purba Bardhaman

**APPLICATION FOR ENGAGEMENT AS LEGAL AID DEFENSE COUNSELS AND  
HUMAN RESOURCES (STAFF) IN LEGAL AID DEFENSE COUNSEL OFFICE IN PURBA  
BARDHAMAN DISTRICT**

STATE \_\_\_\_\_

DISTRICT \_\_\_\_\_

Application No. \_\_\_\_\_  
(For Office use)

**Photo**

**APPLICATION FOR .....  
in the LADCS, DLSA, Purba Bardhaman.**

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-01-2026) :
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):

(a) For Legal Aid Defense Counsel category:

Course	Name of Board/ University	Year of Passing	Obtained Percentage (aggregate)
Graduation			
Professional Degree LLB			
LLM			
Any other (if any)			

(b) For Human Resources (Staff) category:

Course	Name of Board/ University	Year of Passing	Obtained Percentage (aggregate)
Madhyamik			
Higher Secondary			
Graduation			
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).

**[NOTE: The Column number 7 to 10, 12, 17 to 23, 24(2), 24(4), 24(5) and 24(6) need not be filled up in respect candidates applying for Human Resources (Staff) Category.]**

(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 DLSA, Purba Bardhaman concerned.

(Signature)

Place: \_\_\_\_\_

Date: \_\_\_\_\_