



**OFFICE OF DISTRICT LEGAL SERVICES AUTHORITY,
NYAYA SEVA SADAN, COURT PREMISES, SANGAREDDY**

NOTIFICATION

DLSA/SRD/No. 1 / 2024 DATED: 8 / 08 / 2024

CALLING FOR APPLICATION FOR THE POSTS OF

- 1. DEPUTY LEGAL AID DEFENSE COUNSEL**
- 2. ASSISTANT LEGAL AID DEFENSE COUNSEL**

**In the
"LEGAL AID DEFENSE COUNSEL SYSTEM OFFICE,
SANGAREDDY"**

LAST DATE FOR RECEIPT OF APPLICATIONS: 20/08/2024

As per the Legal Aid Defense Counsel System – Modified Scheme 2022 formulated by National Legal Services Authority, for providing legal aid, assistance and representation in criminal matters in line with "Public Defender System", the Telangana State Legal Services Authority has set up "Legal Aid Defense Counsel System" in all the districts.

1. The scope of work :

Legal Aid Defense Counsel Office shall be dealing exclusively with legal aid matters on criminal side in the District Head Quarters, wherein it is established. The Counsels appointed shall involve fulltime with the system and they are not allowed to take any private cases or any other retainership. The Legal Aid Defense Counsels are required to scrupulously perform the work profiles and follow the code of ethics as enumerated in the "Legal Aid Defense Counsel System-Modified Scheme-2022".

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

- Legal Advice and Assistance to all individuals 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. Vacancy of Posts :

As per the directions of Hon'ble Executive Chairman, TSLSA, following posts will be filled up on tenure basis for a period of one year 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.	Posts called for	No. of Vacancy
1.	Deputy Legal Aid Defense Counsel	1
2.	Assistant Legal Aid Defense Counsel	2

3. Honorarium (Retainership fee):

1.	Deputy Chief Legal Aid Defence Counsel	₹ 50,000/- per month
2.	Assistant Legal Aid Defence Counsel	₹ 30,000/- per month

4. Qualifications :

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

A)	ELIGIBILITY FOR DEPUTY LEGAL AID DEFENCE COUNSEL:
	<ul style="list-style-type: none"> • 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 defence counsel, • Ability to work effectively and efficiently with others, • Must have handled at least 20 criminal trials in Sessions Courts, • IT Knowledge with proficiency in work.
B)	ELIGIBILITY FOR ASSISTANT LEGAL AID DEFENCE COUNSEL:
	<ul style="list-style-type: none"> • 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 proficiency in work.

Note: Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances with the approval of the Hon'ble Executive Chairman, Telangana State Legal Services Authority.

5. Selection procedure :

After the receipt of applications, a fair, transparent and competitive selection process will be adopted by DLSA, 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.

6. Work Profiles :

a) Deputy Legal Aid Defence Counsel.

- Conducting trials/ appeals/ Remand work /Bail applications/visits to prisons etc., as assigned by Chief Legal Aid Defence Counsel.
- Filing and arguing appeals and bail applications in Courts.
- Maintaining complete case files with Docket Proceedings.
- Doing legal research in legal aided cases and guiding Assistant Legal Aid Defence 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.
- Maintain list of cases assigned to the Deputy Legal Aid Defence Counsel.
- Report to the Chief Legal Aid Defence Counsel / DLSA Secretary.

b) Assistant Legal Aid Defence Counsel.

- Filing of cases, conducting trials in Magistrate Trial Cases.
- Remand/ Bail and other miscellaneous work.
- Legal research in legal aid cases.
- Visits to prison and legal aid clinics as per directions.
- Providing assistance at pre-arrest stage to suspects.
- Assisting Chief Legal Aid Defence Counsel and Deputy Legal Aid Defence Counsel 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 defence 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 Defence Counsel.
- Any work / duty assigned by Legal Services Authority.
- Maintain complete case files with docket proceedings.
- Maintain list of cases assigned to the Assistant Legal Aid Defence Counsel.
- Report the Chief Legal Aid Defence Counsel/Deputy Legal Aid Defence Counsel/Secretary, DLSA.

7. Entitlement to Leave:

- Chief Legal Aid Defence Counsel and Deputy Legal Aid Defence Counsel shall be eligible for 15 days' leave in a calendar year on pro-rata basis.
- Assistant Counsel Legal Aid Defence 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 Defence Counsel Office.
- Un-availed leave shall neither be carried forward to next year nor encashed.

8. 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 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 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 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 Defense 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. Monitoring and Evaluation:

- The work and performance shall be closely monitored by the Secretary DLSA and a monthly review meeting will be organised 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 organised by the Member Secretary, SLSA and minutes shall be send to NALSA. On half yearly basis review meeting shall be organised 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 Defence Counsel Office.

10. 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 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. Uses 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.

NOTE: The Person appointed as Deputy Legal Aid Defence Counsel, 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.

11. The applications as per the Application Format complete in all respects accompanied by self attested copies of relevant academic records, testimonials etc., shall reach the Chairperson, District Legal Services Authority, Court Complex, Sangareddy on or before 20/08/2024 - 5:00 PM.

The candidates have to produce all original documents for verification at the time of interview.

Applications sent through post shall be superscribed as **“APPLICATION FOR APPOINTMENT AS “DEPUTY LEGAL AID DEFENCE COUNSEL” / “ASSISTANT LEGAL AID DEFENCE COUNSEL.”**

Applications received beyond the date so fixed will be rejected.

Authority 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.

C. T. S. L. J. 20/8/24.
**Principal District and Sessions Judge
cum-Chairman,
District Legal Services Authority,
Sangareddy**

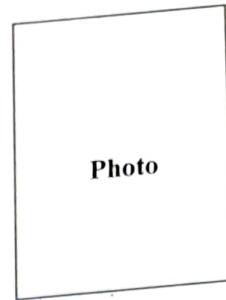
APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER IN LEGAL AID DEFENSE COUNSEL SYSTEM

STATE _____

DISTRICT _____

Application No. _____

(For Office use)



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 01-08-2024) :
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 Enrolment 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 appointment. 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: _____