OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY: UDALGURI
UDALGURI, BTR, ASSAM.

DLSA (U) No. 207 Dated: 30th day of July, 2025.

ADVERTISMENT
Dated: 30th of July, 2025.

Applications are invited in prescribed format for contractual engagement as full time legal aid lawyers in Legal Aid Defense Counsel System in Udalguri District of Assam, from eligible lawyers having requisite qualifications for contractual engagement for the below noted posts under District Legal Services Authority, Udalguri.

SI No	Name of the post	No. of Post	Educational qualification (As per scheme)	Consolidated pay per month
1	Chief Legal Aid Defense Counsel	01	L.L.B along with Practice in Criminal Law for at least 10 years. Must have handled at least 30 criminal trials in sessions Courts.	Rs. 80,000/-

General terms and conditions:

1. Candidates must be an Indian citizen as defined in the Article 5 to 8 of the Constitution of India.

2. The appointment shall be purely temporary and on contract basis and does not entitle any Person to be regularized in Govt. Service.

3. Legal Aid Defence Counsels shall be engaged on contract basis for a period of two years with a stipulation of extension on yearly basis on satisfactory performance.

4. The service may be extended after appropriate break in service, subject to the approval of the Hon'ble Executive Chairman, Assam State Legal Services Authority, Guwahati.

5. Duly filled applications in the FORMAT as made available in the website along with self attested photocopies of all the relevant testimonials and 2 (Two) copies of recent Passport size photographs should be addressed to **The Chairman, District Legal Services Authority, Udalguri, Ground Floor, DC Office Building, Udalguri.**

The name of the post should clearly be mentioned at the top of the envelope. Providing of contact numbers with e-mail Id is compulsory.

6. Applications will be received through speed post or in sealed envelopes directly in the "Drop Box" placed in front of the office of District Legal Services Authority, Udalguri, **till 05:00 P. M on all working days till 19.08.2025.**

7. Application received after the last date of submission will be rejected. The undersigned shall not be responsible for any postal delay.

8. Incomplete applications will be summarily rejected without assigning any reason.

9. The undersigned reserves the right to cancel the advertisement and to modify any terms and Conditions mentioned in this advertisement.

10. List of eligible candidates, date, time and venue and mode for conducting the selection Procedure will be published in the Official website of District Judiciary, Udalguri. (udalguri.dcourts.gov.in)

11. The full details of the Qualification, Nature of Work Profile, Service tenure, Code of Ethics and other service related aspects can be perused from the LEGAL AID DEFENSE COUNSEL SYSTEM MODIFIED SCHEME 2022, which is available in the official website of the District Judiciary, Udalguri. (udalguri.dcourts.gov.in)

12. No individual call letters will be issued to the candidates. Candidates are requested to visit the given website (udalguri.dcourts.gov.in) regularly for further information and for updates.

Enclosed: Application format and declaration form.

30/7/25

District & Sessions Judge -cum-
Chairman, DLSA, Udalguri.
Udalguri, BTR, Assam.

District & Sessions Judge
cum- Chairman, District Legal
Services Authority, Udalguri

Memo No. DLSA(U) 1669-1673 Dated: 30th day of July, 2025

Copy for information to:

1. The Secretary, DLSA, Udalguri (He will do the needful and ensure the necessary follow up).
2. The Systems Assistant, O/O District & Sessions Judge, Udalguri for uploading this advertisement in the Official website of Udalguri District Judiciary/DLSA immediately.
3. Notice Board of O/O District & Sessions Judge, Udalguri, Chief Judicial Magistrate, Udalguri & DLSA, Udalguri.
4. The President/ Secretary of respective Bar Association of the Districts.
5. Office file.

30/7/25

District & Sessions Judge -cum-
Chairman, DLSA, Udalguri.
Udalguri, BTR, Assam

District & Sessions Judge
cum- Chairman, District Legal
Services Authority, Udalguri

GUIDELINES FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYERS IN LEGAL AID DEFENSE COUNSELS IN DLSAs

1. **Scope of Work:**

Legal Aid Defense Counsel Offices hall be dealing exclusively with legal aided matters in criminal matters of the District or HQ, 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 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. **Selection Procedure:**

After due publicity including public notice, applications will be invited and a fair, transparent and competitive selection process shall be adopted by DLSA under guidance of SLSA. Legal Aid Defence Counsels shall be engaged on contract basis in each place/district initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance. The performance of each human resource shall be assessed in every six months by SLSA in consultation with DLSA concerned. Selection of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsels, Assistant Legal Aid Defense Counsels will be purely based 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 & Sessions Judge (Chairman, DLSA) as envisaged in NALSA (Free and Competent Legal Services) Regulations 2010, subject to final approval by the Executive Chairman, SLSA. In the selection committee at least three senior most judicial officers posted at HQ, dealing mainly criminal cases, preferably sessions cases, will also be included. No person with conflict of interest shall be part of selection process. After approval by the Executive Chairman, SLSA, engagement contract will be executed between the Secretary DLSA and the person so engaged. The eligibility criterions are as follows:-

a) **Qualifications for Chief Legal Aid Defense Counsel:**

- 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 defence counsel,
- Ability to work effectively and efficiently with others with capability to lead,
- Must have handled at least 30 criminal trials in Sessions Courts, aforesaid condition of handling of 30 criminal cases can be relaxed in appropriate circumstances,

- Knowledge of computer system, preferable.
- Quality to lead the team with capacity to manage the office.

Note: Qualifications may be reasonably relaxed in case of exceptional candidates or circumstances with the approval of the Executive Chairman SLSA.

3. Work Profiles :

a) Chief Legal Aid Defense Counsel

- Conducting trials and appeals and bail matters in courts along with deputy chief & assistant legal Aid Defense Counsels,
- Assigning duties to deputy 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 maintaining of up to date record of legal aided cases,
- Will be overall incharge of administration the office of Legal Aid Defense Counsel Office.
- 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.

4. 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 defense counsel office, or
viii. Using his/her position in legal aid defense 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.

5. 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 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 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 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.

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

6. Entitlement to Leave:

- Chief Legal Aid Defense Counsel shall be eligible for 15 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.

7. Role of State Legal Services Authority and District Legal Services Authority:

- Office space planning, and providing infrastructure for office preferably inside or in proximity to court complex.
- Providing Office furniture, Office equipment including computers, printer, internet connectivity and other equipment.
- Purchasing office supplies on need basis.
- Engaging human resource requirement for Legal aid Counsel System Office.
- Ensuring proper functioning of Legal aid Counsel System Office.
- Ensuring effective monitoring and mentoring.
- Periodical evaluation of legal services delivered through Legal aid Counsel System Office.

- Regular trainings and refresher courses for legal aid counsel engaged in Legal aid Counsel System Office.
- Renovation of office space when necessary.
- Providing Books such as Bare Acts and Commentaries for Legal Aid Defense Counsel Office
- Providing Legal Research Software.
- Timely payment of monthly honorarium to legal aid counsel and all staff engaged for Legal aid defense counsel office.
- Payment with regard to expert witnesses, if their services are taken.
- Payment for expenses incidental such as travelling expenses etc.
- Information/promotional campaigns/programmes with regard to Legal aid Defense counsel office.

8. Engagement with law schools:

Law schools often send their students to legal Services Institutions for internship. Moreover, Clinics of Law Colleges also collaborate with Legal Services Institutions. Law students can be engaged with the Legal Aid Defense Counsel office as to give them meaningful exposure to practical aspects of criminal law including preparing a defense strategy and doing legal research in various factual scenarios. Law students may be so engaged in the following areas in Legal aid defense counsel office:

- Legal research in criminal cases,
- Visiting scenes of crimes,
- Interviewing accused and their family members and other relevant persons,
- Visits of Prisons and Legal Aid clinics,
- Associating in campaign undertaken,
- Assist in sifting through all of the evidence collected by the prosecution and providing effective input for preparing defense strategy.

The internship to law students can be offered for a period upto 3 months. The law students so engaged shall not be paid any stipend by the Legal Services Authorities but the certificate of work and period of work will be issued jointly by the Chief Defense Counsel & Secretary, DLSA.

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 ofLegal Aid Defense Counsel Office.
- The Chief Legal Aid Defense Counsel shall be involved in monitoring & mentoring of Legal Aid cases of the district.

10. Honorarium (Retainership fee):

For Class-B town (Population more than 2 lacs but below 10 lacs)

1	**Chief Legal Aid Defense Counsel**	**₹ 65,000 to 80,000/-**

Note: In case of any case of any discrepancy, please refer to approved scheme by NALSA.

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

STATE_____

DISTRICT_____

Application No. _____
(For Office use)

P

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 examinationsin 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:_____