

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY :: HOJAI ::  
SANKARDEV NAGAR (ASSAM)

COURT CAMPUS, SANKARDEV NAGAR, HOJAI (ASSAM), PIN-  
782442

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Memo No: DLSA/HSN/LADC/543-547 Dated.14.08.2024

**ADVERTISEMENT**

**Dated: 14.08.2024**

Applications are invited from eligible lawyers having requisite qualifications for contractual full time engagement for the posts of Assistant Legal Aid Defense Counsels as per scheme of Legal Aid Defense Counsel System laid down by NALSA under the Office of District Legal Services Authority, Hojai for the following number of posts initially for a period of two (02) years with a stipulation of extension on yearly basis on satisfactory performance.

Sl. No.	Name of posts	No. of vacant posts	Pay Scale (In Rupees)
01	Assistant Legal Aid Defense Counsel	01	20,000/-to 35,000/-

**Eligibility Criteria**

Sl. No.	Name of posts	Qualification/Eligibility Criteria
1	Assistant Legal Aid Defense Counsel	<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 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>

**1. SELECTION PROCESS:**

Mode of selection with respect to the above mentioned posts shall be through Personal interview/ Viva-voce only.

**2. HOW TO APPLY:**

I. The applicant will have to submit duly filled in application form as issued by NALSA with the head '**APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER IN LEGAL AID DEFENSE COUNSEL SYSTEM**'.

The following list of documents is to be attached along with the application forms:

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. **Attach an experience certificate issued by the Bar Association/ Council.**
6. **Photo copies of judgments in 5 Sessions cases, represented as Defense lawyer, (for the post of Chief/Deputy Legal Aid Defense Counsel).**
7. **Photocopies of at least 5 cross examinations in Sessions cases (for Chief/Deputy Legal Aid Defense Counsel).**
8. **Candidates are required to fill up the application form along with all relevant documents mentioned in Sl. No. 16, 18, 19 (a), (b), (c), 20, 21, 22, 23 along with Sl. No. 24 (01 to 06)**
9. **Completed applications along with all testimonials as mentioned above can be sent through speed post or in an envelope personally in the "Office of the Secretary, District Legal Services Authority, Hojai, Court Campus, Sankardev Nagar, Dist. Hojai, Assam, PIN: 782442" on or before 21<sup>th</sup> August, 2024 till 5:00 PM.**
10. **Any application received after the due date shall not be considered.**
11. **Incomplete applications will be summarily rejected without assigning any reason.**
12. **The application for engagement does not create any right/assurance whatsoever.**
13. **List of eligible candidates for the selection procedure will be published in the Official website of District Judiciary, Hojai i.e. <https://district.ecourts.gov.in/hojai>.**
14. **Date of Personal Interview for the Post of Assistant Legal Aid Defense Counsel is 22<sup>th</sup> of August, 2024 on 3:00 PM at the Chamber of District & Sessions Judge, Hojai.**

### 3. TERMS AND CONDITIONS:

- I. The admission of candidates at all stages of the selection process will be purely provisional at any time before or after the selection process, if it is found that a candidate does not fulfill any of the eligibility conditions, his/her candidature shall stand cancelled without any notice.
- II. In order to access the qualifications of Deputy Chief Legal Aid Defense Counsel they must have handled at least 20 Criminal Trials in the Sessions Courts and in this regard they have to submit the list of cases along with case numbers, for proper verification of the same.
- III. The lawyers if engaged with the office of the Legal Aid Defense Counsel System under DLSA, Hojai will not be allowed to take any other private cases or any other retainership.
- IV. The applicant must clearly mention on the envelope against the post he/she has applied for.
- V. The Selection Board will not be responsible for any postal delay in delivering the applications and those applications will be summarily rejected without any notice.
- VI. The list of the eligible candidates and list of rejected candidates will be uploaded in the official website of Hojai District Judiciary with the date of interview.
- VII. No individual call letter will be sent to the eligible candidates. They will be communicated via e-mail and SMS. However, the list of candidates to be called for Personal interview/ Viva-voce will be uploaded in the official website of Hojai District Judiciary and candidates may download the same from the official website.
- VIII. No TA/DA etc. shall be paid to the candidates for participating in the selection process.

### 4. CONDITIONS LAID DOWN FOR TERMINATION OF SERVICES:

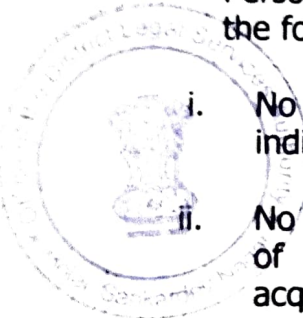
Services of any legal aid defense counsel engaged in the office of Legal Aid Defense Counsel can be terminated at any time without any prior notice in the following cases by the Chairman, DLSA on recommendation of the Secretary, DLSA or on directions by ASLSA in writing:

- 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,

- 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 ASLSA or DLSA.

## **6. CODE OF ETHICS FOR THE PERSONNEL ENGAGED IN THE OFFICE OF LEGAL AID DEFENSE COUNSEL:**

Personnel engaged in the office of Legal Aid Defense Counsel shall observe the following code of ethics:

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- 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 willfully disclose or use, whether or not for the purpose of pecuniary gain, any information that he/she obtained, received or acquired during the fulfillment 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.

**7. ENTITLEMENT TO LEAVE FOR THE OFFICE PERSONNEL OF LADCS:**

- The Deputy Legal Aid Defense Counsel shall be eligible for 15 days' leave in a calendar year on pro-rata basis.
- The 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.


Sd/- S.N. Sarma

District & Sessions Judge  
-cum-Chairman  
District Legal Services Authority,  
Hojai, Assam.

Memo No: DLSA/HSN/LADC 543-547 Dated . 14/8/24

**Copy for information and necessary action to:-**

1. The Ld. Member Secretary, Assam State Legal Services Authority, Guwahati.
2. The Notice Board, *District Legal Services Authority*, Hojai, Assam.
3. The System Officer of the establishment of the District & Sessions Judge, Hojai. He is directed to upload the advertisement in the official Website.
4. The President of Hojai Bar Association, Hojai. He is requested to affix the same on the notice board of Hojai Bar Association.
5. Office copy.

  
14.08.24  
District & Sessions Judge  
-cum-Chairman  
District Legal Services Authority,  
Hojai, Assam.  
District & Sessions Judge, Hojai  
cum  
Chairman, District Legal Services Authority  
Sankardev Nagar, Hojai, Assam