

# कार्यालय : जिला विधिक सेवा प्राधिकरण, गोण्डा।

## विज्ञापन

आवेदन की अंतिम तिथि-15.02.2024 (सायं 05:00 बजे तक)

उ0प्र0 राज्य विधिक सेवा प्राधिकरण, लखनऊ के पत्रांक-287/एसएलएसए-99/2019 (हैदर/आरआई) दिनांकित जनवरी 26, 2024 के अनुपालन में जनपद गोण्डा में आपराधिक मामलों में वंचितों तथा कमजोर वर्ग की प्रतिरक्षा हेतु लीगल एड डिफेन्स काउन्सिल की स्थापना की जानी है जिस हेतु निम्न पदों पर आवेदन पत्र आमंत्रित किये जाने हैं, जिनकी संख्या एवं पदों के लिये वांछित योग्यता/अनुभव निम्नवत् है:-

क0सं0	पदनाम	पदों की संख्या
1	चीफ लीगल एड डिफेन्स काउन्सिल	01
2	डिप्टी चीफ लीगल एड डिफेन्स काउन्सिल	01
3	असिस्टेन्ट लीगल एड डिफेन्स काउन्सिल	02

### चीफ लीगल एड डिफेन्स काउन्सिल के पद हेतु आवश्यक योग्यता :-

1. आपराधिक मामलों के अन्तर्गत कम से कम 10 वर्ष के वकालत का अनुभव।
2. मौखिक एवं लेखन दोनों क्षेत्रों में संचार (Communication) की उत्कृष्ट क्षमता।
3. आपराधिक विधि का उत्कृष्ट ज्ञान व उसकी समझ।
4. प्रतिरक्षा अधिवक्ता के नैतिक दायित्वों की अच्छी जानकारी व समझ।
5. अनिवार्य रूप से कम से कम 30 सत्र परीक्षणीय मामलों में अधिवक्ता के रूप में कार्य किया हो।
6. नेतृत्व करने में तथा अन्य व्यक्तियों के साथ प्रभावी ढंग से एवं कुशलतापूर्वक कार्य करने में सक्षम।
7. कार्यालय का प्रबन्ध करने की क्षमता के साथ टीम की नेतृत्व करने की क्षमता हो।
8. कम्प्यूटर ज्ञान होने पर वरीयता दी जायेगी।

### डिप्टी चीफ लीगल एड डिफेन्स काउन्सिल के पद हेतु आवश्यक योग्यता :-

1. आपराधिक मामलों में कम से कम 07 वर्ष के वकालत का अनुभव।
2. आपराधिक विधि का उत्कृष्ट ज्ञान व समझ।
3. मौखिक एवं लेखन दोनों क्षेत्रों में संचार (Communication) की उत्कृष्ट क्षमता।
4. विधिक अनुसंधान में निपुण हो।
5. प्रतिरक्षा अधिवक्ता के नैतिक दायित्वों की अच्छी जानकारी व समझ।
6. अनिवार्य रूप से कम से कम 20 सत्र परीक्षणीय मामलों में अधिवक्ता के रूप में कार्य किया हो।
7. कार्य में प्रवीणता के साथ-साथ सूचना प्रौद्योगिकी का ज्ञान।

### असिस्टेन्ट लीगल एड डिफेन्स काउन्सिल के पद हेतु आवश्यक योग्यता :-

1. आपराधिक मामलों में शून्य से 03 वर्षों का अनुभव।
2. मौखिक एवं लेखन दोनों क्षेत्रों में संचार (Communication) की उत्कृष्ट क्षमता।
3. प्रतिरक्षा अधिवक्ता के नैतिक दायित्वों की अच्छी जानकारी व समझ।
4. दूसरों के साथ प्रभावी रूप से तथा कुशलतापूर्वक कार्य करने का गुण।
5. लेखन एवं अनुसंधान में निपुणता।
6. कार्य में प्रवीणता के साथ-साथ सूचना प्रौद्योगिकी का ज्ञान।

### चयन प्रक्रिया :-

उपरोक्त पदों हेतु चयन समिति द्वारा आवेदकों का चयन, मेरिट के आधार पर किया जायेगा। मेरिट, आवेदकों की योग्यता के आधार पर बनेगी, जिसमें आवेदक के विधिक ज्ञान, कौशल (कम्प्यूटर), वकालत प्रैक्टिस और अनुभव को ध्यान में रखा जायेगा, जिसमें चयन समिति के समक्ष समस्त आवेदकों का साक्षात्कार होना भी शामिल है। नियुक्ति, चयन समिति द्वारा चयन के पश्चात् राज्य विधिक सेवा प्राधिकरण, के माननीय कार्यपालक अध्यक्ष के अन्तिम अनुमोदन के अधीन होगी। उपरोक्त तीनों श्रेणी के पदों पर चयन प्रारम्भतः दो वर्षों के लिए संविदा पर किया जायेगा। कार्य संतोषजनक पाये जाने पर उनकी वार्षिक सेवा का विस्तार किया जा सकेगा। इसके साथ ही साथ उपरोक्त उल्लिखित पद पर चयनित

M  
02.02.24

अधिवक्ता कोई अन्य निजी (प्राइवेट) मामलों में प्रैक्टिस व अन्य रिटेनरशिप के मामलों को लेने के लिये अनुमन्य नहीं होंगे।

उपरोक्त पदों हेतु आवेदन की अंतिम तिथि-15.02.2024 समय 05:00 बजे सायं तक की होगी। उपरोक्त तीनों पदों हेतु विज्ञापन के साथ संलग्न प्रारूप पूर्ण रूप से भरकर तथा प्रारूप के अन्तिम पृष्ठ में दिये गये दस्तावेजों की स्वप्रमाणित प्रतियों को एक बन्द लिफाफे में करके सचिव, जिला विधिक सेवा प्राधिकरण, गोण्डा के कार्यालय में व्यक्तिगत रूप से अथवा स्पीड पोस्ट के माध्यम से दिनांक-15.02.2024 को समय 05:00 बजे सायं तक जमा कर सकते हैं। नियत तिथि के पश्चात कोई भी आवेदन पत्र स्वीकार नहीं किए जायेंगे। आवेदन पत्र जनपद न्यायालय की वेबसाइट [gonda.dcourts.gov.in](http://gonda.dcourts.gov.in), माननीय उ०प्र० राज्य विधिक सेवा प्राधिकरण, की वेबसाइट [www.upslsa.up.nic.in](http://www.upslsa.up.nic.in), एवं माननीय उच्च न्यायालय, इलाहाबाद की वेबसाइट [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) से डाउनलोड कर प्राप्त किये जा सकते हैं।

चयन से सम्बन्धित विस्तृत विज्ञापन एवं उ०प्र० राज्य विधिक सेवा प्राधिकरण, लखनऊ का विस्तृत दिशा-निर्देश उ०प्र० राज्य विधिक सेवा प्राधिकरण, लखनऊ की वेबसाइट पर उपलब्ध है, वहां से अवलोकन किया जा सकता है।

दिनांक-02.02.2024

*M. S. Govil*  
02.02.24  
(नितिन श्रीवास्तव)

अपर जिला जज/एफटीसी/सचिव  
जिला विधिक सेवा प्राधिकरण,  
गोण्डा।

दिनांक :- 02/02/24

पत्रांक : 146 / डीएलएसए-जीडी / 2024

प्रतिलिपि :-

1. माननीय जनपद न्यायाधीश/अध्यक्ष, जिला विधिक सेवा प्राधिकरण/अध्यक्ष चयन समिति गोण्डा को अवलोकनार्थ सादर प्रेषित।
2. श्रीमान प्रभारी अधिकारी नजारत अनुभाग, जनपद न्यायालय गोण्डा के नोटिस बोर्ड पर चस्पा किये जाने हेतु।
3. नोडल अधिकारी, कम्प्यूटर अनुभाग को माननीय उच्च न्यायालय इलाहाबाद व जनपद न्यायालय के वेबसाइट पर अपलोड किये जाने हेतु।
4. अध्यक्ष/महामंत्री, जिला एवं सिविल बार एसोसिएशन, गोण्डा को बार एसोसिएशन के नोटिस बोर्ड पर चस्पा किये जाने हेतु।
5. जिला विधिक सेवा प्राधिकरण, गोण्डा के नोटिस बोर्ड पर चस्पा किये जाने हेतु।
6. जिला सूचना अधिकारी गोण्डा को इस आशय के साथ प्रेषित की जनपद के समस्त समाचार पत्रों में निःशुल्क विज्ञापन कराना सुनिश्चित करें तथा विज्ञापन का पेपर कटिंग कार्यालय जिला विधिक सेवा प्राधिकरण, गोण्डा को उपलब्ध कराना सुनिश्चित करें।
7. जिला सेवायोजन अधिकारी, गोण्डा को इस आशय के साथ प्रेषित की जनपद गोण्डा के सेवायोजन कार्यालय के नोटिस बोर्ड पर चस्पा कराया जाना सुनिश्चित करें।
8. समस्त तहसीलदार/सचिव, तहसील विधिक सेवा समिति, सदर करनैलगंज, मनकापुर, तरबगंज जनपद-गोण्डा को इस आशय के साथ प्रेषित कि आप अपने कार्यालय के नोटिस बोर्ड पर चस्पा कराया जाना सुनिश्चित करें।

*M. S. Govil*  
02.02.24

(नितिन श्रीवास्तव)

अपर जिला जज/एफटीसी/सचिव  
जिला विधिक सेवा प्राधिकरण,  
गोण्डा।

239  
18 pages

Sanjay Singh-I, HJS  
Member Secretary



## U.P. STATE LEGAL SERVICES AUTHORITY

(Constituted under the Legal Services Authorities Act, 1987)

To

The District Judge/Chairperson,

District Legal Services Authority,

1.Auraiya, 2.Bahraich, 3.Ballia, 4.Bareilly, 5.Bulandshahar, 6.Deoria,  
7.Etawah, 8.Farrukhabad 9.Firozabad, 10.Gonda, 11.Jaunpur,  
12.Amroha, 13.Kanpur Nagar, 14.Kaushambi, 15.Kushi Nagar, 16.Lalitpur,  
17.Mainpuri, 18.Mathura, 19.Moradabad, 20.Pilibhit, 21.Shahjahanpur,  
22.Sidhartnagar, 23.Hamirpur, 24.Sambhal, 25.Sant Kabir Nagar,  
26.Chandauli, 27.Ghazipur, 28.Hapur, 29.Hathras, 30. Jhansi, 31.Mirzapur,  
32.Rampur & 33.Shamli.

No: 287 /SLSA- 99/2019 (Haider/Ri)

Dated: January 26 ,2022.

Sub: Regarding publication of advertisement and inviting applications for engagement of Chief /Deputy/Assistant Legal Aid Defense Counsel for establishment and functioning of Legal Aid Defense Counsel System (LADCS).

Madam/Sir,

This is to inform that Hon'ble the Executive Chairman, UPSLSA is pleased to grant permission for the establishment of LADCS in above mentioned 33 districts. For this purpose NALSA has already shared a draft of advertisement, format of application form and guidelines (**copy enclosed**) for inviting applications for engagement of Chief /Deputy/Assistant Legal Aid Defense Counsel.

The relevant points, regarding engagement of eligible candidate on the above mentioned posts, in the light of enclosed NALSA guidelines, are as follows:-

- 1- At the initial stage, post of Chief/Deputy/Assistant Legal Aid Defense Counsel (LADC) would be filled up in each district as per qualifications mentioned in the enclosed guideline. Number of posts of Deputy and Assistant Legal Aid Defense Counsels are mentioned below.

a. For District Kanpur Nagar

Sl. No.	Post	No. of requirement
1	Chief Legal Aid Defence Counsel	01
2	Deputy Chief Legal Aid Defence Counsel	02
3	Assistant Legal Aid Defence Counsel	03

जिला नज/अध्यक्ष

Phones (O) : 2286395, 2286260 Fax : 0522-2286260 E-mail : upslsa@up.nic.in Website : www.upslsa.up.nic.in

बला विधिक सेवा प्राधिकरण

सिविल कोर्ट, गोंडा

30/1/24

3rd Floor, Jawahar Bhawan Annexe, Lucknow-226001 (U.P.)

Phones (O) : 2286395, 2286260 Fax : 0522-2286260 E-mail : upslsa@up.nic.in Website : www.upslsa.up.nic.in

Toll Free No. 1800 419 0234

Seen  
HJS  
S.A. Hon'dy  
30/1/24

b. For remaining 32 Districts.

Sl. No.	Post	No. of requirement
1	Chief Legal Aid Defence Counsel	01
2	Deputy Chief Legal Aid Defence Counsel	01
3	Assistant Legal Aid Defence Counsel	02

- 2- The honorarium paid for each post shall be governed by NALSA guidelines, in terms of population of the district.
- 3- After due publicity including public notice, applications will be invited and a fair and transparent and competitive selection process shall be adopted by the DLSA.
- 4- The duly filled up application form along with self attested copy of documents shall be submitted to the DLSA ( wherein, the candidate desires to apply) on or before 15<sup>th</sup> February, 2024 by 17:00 hrs. Any application received after due date shall not be considered.
- 5- Selection will be based on merit, taking into account of knowledge, skill, practice and experience of candidates.
- 6- Legal Aid Defense Counsels shall be engaged on contract basis in each district initially for a period of 02 years and their engagement may be extended on yearly basis on satisfactory performance.
- 7- The selection shall be carried out by the Selection Committee under the Chairmanship of District Judge/Chairman, DLSA as envisaged in NALSA ( Free and Competent Legal Services Regulations, 2010), subject to final approval by the Hon'ble Executive Chairman, UPSLSA.
- 8- The Selection Committee shall consist of 03 senior most Judicial Officers posted in district dealing with Sessions cases, Secretary, DLSA & Joint Director Prosecution/SPO.
- 9- No person, with conflict of interest shall be part of process.
- 10- After approval by the Hon'ble Executive Chairman, UPSLSA, engagement, contract for 02 years will be executed between the Secretary, DLSA and the person so engaged.
- 11- The work profile, termination of services, code of ethics, entitlement of leave and other terms and conditions etc. of Chief/Deputy/Assistant Legal Aid Defense Counsel, shall be governed by the enclosed NALSA guidelines and Modified LADCS Scheme, 2022 (copy attached).

12-The lawyers so engaged on the above mentioned posts, shall not be allowed to take any other private cases or any other retainer ship.

It is, therefore, requested to your good selves to proceed for publication of advertisement for inviting applications for engagement of Chief/Deputy/Assistant Legal Aid Defense Counsel under the LADCS Scheme.

*With Regards.*

Encl: As above.

*Yours faithfully,*

(Sanjay Singh-I)  
Member Secretary

**Copy to:**

The Member Secretary , National Legal Services Authority for information.

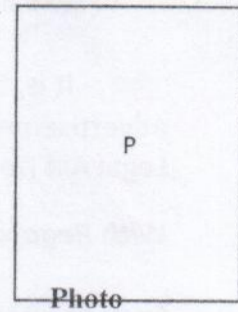
(Sanjay Singh-I)  
Member Secretary

**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 01-08-2022) :
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 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 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: \_\_\_\_\_





State Legal Services Authority, \_\_\_\_\_

No. LADCS/2022/

Date: 26<sup>th</sup> January 2024

**NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS FULL  
TIME LEGAL AID LAWYERS IN LEGAL AID DEFENSE COUNSEL  
OFFICE IN \_\_ DISTRICTS OF THE STATE UNDER SLSA**

The State Legal Services Authority, established under the Legal Services Authorities Act, 1987 with mandate to provide free and competent legal services to the underprivileged and disadvantaged sections of the society to ensure that opportunities for securing justice are not denied to any citizen by reason of economic or other disabilities and to secure that the operation of the legal system promotes justice on a basis of equal opportunity to all. Please visit website \_\_\_\_\_ for full details.

Realising the need to ponder over the reforms required in the Legal Aid Movement of India a new model of Legal Services Delivery, the 'Legal Aid Defense Counsel System' (LADCS), in line with public defender system, is introduced by NALSA. As envisaged, LADCS involve full time engagement of lawyers with support system, dealing exclusively with legal aid work in criminal matters at every stage starting from the pre-arrest, arrest & remand stage to the conclusion of trials and appeals etc. It will enhance the availability and accessibility of Legal Aid in a timely manner and help in creating a mechanism to provide qualitative and competent legal services in a professional manner to underprivileged and disadvantaged section of the society.

Each Legal Aid Defense Counsel Office may have 01 Chief Legal Aid Counsel, 1 to 3 Deputy Chief Legal Aid Defense Counsels, 2 to 10 Assistant Legal Aid Defense Counsels (number of positions depending upon legal aid work in the district). This system will have the effect of enhancing the responsiveness of the Legal Aid Mechanism in country and will ensure accountability on the part of the Legal Aid providers.

The Legal Aid Defense Counsel System will also provide a unique opportunity for Law Students to learn from the best. The Chief Legal Aid Defense Counsel will be given the liberty to engage law students as interns, to give them exposure to practical aspects of criminal law including preparation of defense strategy and doing legal research in various factual scenarios.



SLSA under the aegis of NALSA ([www.nalsa.gov.in](http://www.nalsa.gov.in)) is in process of implementation of LADCS in the \_\_\_\_\_ Districts namely \_\_\_\_\_.

Applications are invited from eligible lawyers having requisite qualifications for Contractual full time engagement for the posts of Chief Legal Aid Counsel, Deputy Chief Legal Aid Defense Counsels, Assistant Legal Aid Defense Counsels as per scheme in each district proposed herein. The number of engagement positions may vary from district to district, depending upon actual need as projected by the DLSA concerned. The Lawyers so engaged therein will not be allowed to take any other private cases or any other retainership.

The Scheme of engagement along with application form may be downloaded from the official website of SLSA (<http://>) and also from Notice board of DLSA concerned. The duly filled application form along with self-attested copies of documents may be submitted to DLSA, wherein the candidate desires to apply through speed post or in an envelope personally in the office of the Secretary, DLSA on or before **15<sup>th</sup> February 2024 by 17.00 Hrs.** Any application received after due date shall not be considered.

Note: Applying for engagement does not create any right/ assurance whatsoever.

Member Secretary  
SLSA.



## **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 shall 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. ✓

**b) Qualifications for Deputy Chief Legal Aid Defense Counsel:**

- 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, may be relaxed in exceptional circumstances, by Hon'ble executive Chairman, SLSA,
- IT Knowledge with proficiency in work. ✓

**c) Qualification for Assistant Legal Aid Defense Counsel:**



- 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 high proficiency in work. ✓

**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.

#### **b) Deputy Chief Legal Aid Defense Counsel.**

- 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.

**c) Assistant Legal Aid Defense Counsel.**

- 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 in conduct of legal aided 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 for 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,

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

**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 SystemOffice.
- Ensuring proper functioning of Legal aid Counsel SystemOffice.
- 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 of Legal 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-A towns ( Population more than 10 lacs)**

1.	Chief Legal Aid Defense Counsel	₹ 70,000 to 1,00,000/-
2.	Deputy Chief Legal Aid Defense Counsel	₹ 50,000 to 75,000/- each
3.	Assistant Legal Aid Defense Counsel	₹ 25,000 to 45,000/- each

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

1	Chief Legal Aid Defense Counsel	₹ 65,000 to 80,000/-
2	Deputy Chief Legal Aid Defense Counsel	₹ 40,000 to 60,000/- each
3	Assistant Legal Aid Defense Counsel	₹ 20,000 to 35,000/- each

**For class-C (Population below 2 lacs) or Rest of the towns**

1	Chief Legal Aid Defense Counsel	₹ 60,000 to 70,000/-
2	Deputy Chief Legal Aid Defense Counsel	₹ 30,000 to 50,000/- each
3	Assistant Legal Aid Defense Counsel	₹ 20,000 to 30,000/- each



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