

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY :: DHUBRI**

**Top Floor, D.C's Court Building, Dhubri.**

Telephone cum Fax number: 69012-81629, E-mail ID: [dhubri.dlsa@gmail.com](mailto:dhubri.dlsa@gmail.com)

জিলা আইন সেৱা প্ৰাধিকাৰী

ধুবুৰী-৭৮৩৩০১

**ADVERTISEMENT**

**Dated- 23.07.2024**

Applications are invited in the enclosed prescribed form for engagement as Full Time Legal Aid Defence Counsel in the District Legal Services Authority's Legal Aid Defence Counsel System under State Legal Services Authority.

Candidates are to submit their applications in the form along with the Declaration Form attached with this notification.

Sl. No.	Name of Position	No. of Post	Scale of Pay	Qualification & Work Profile	
1	Deputy Legal Aid Defense Counsel	3 (Three)	50,000 to 75,000/- each.  Actual honorarium shall be notified later on as per subsequent guidelines of NALSA & ASLSA.	Q U A L I F I C A T I O N	<ul style="list-style-type: none"><li>Practice in Criminal law for at least 7 years,</li><li>Excellent understanding of criminal law,</li><li>Excellent oral and written communication skills,</li><li>Skill in legal research,</li><li>Thorough understanding of ethical duties of defence 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, by Hon'ble executive Chairman, SLSA.</li><li>IT Knowledge with proficiency in work.</li></ul>
				W O R K  P R O F I L E	<ul style="list-style-type: none"><li>Conducting trials/ appeals/ Remand work /Bail applications/visits to prisons etc., as assigned by Chief Legal Aid Defense Counsel.</li><li>Filing and arguing appeals and bail applications in Courts.</li><li>Maintaining complete case files.</li><li>Doing legal research in legal aided cases and guiding assistant legal Aid Defense Counsel and law students attached with the office in legal research.</li><li>Proper client interviews at various stages for quality research work and representation at remand, trial and appellate stage.</li><li>All or any of the work of the Chief defence Counsel as per assignment,</li><li>Any work/duty assigned by Legal Services Authority.</li></ul>
2	Assistant Legal Aid Defense Counsel	5 (Five)	25,000 to 45,000/- each.  Actual honorarium shall be notified later on as per subsequent guidelines of NALSA & ASLSA.	Q U A L I F I C A T I O N	<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 defence 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>
				W O R K  P R O	<ul style="list-style-type: none"><li>Filing of cases, conducting trials in Magistrate trial cases,</li><li>Remand/bail and other miscellaneous work,</li><li>legal research in legal aided cases,</li><li>Visits to Prison and Legal aid Clinics as per directions,</li><li>Providing assistance at pre-arrest stage to suspects,</li><li>Assisting Chief Legal Aid Defense Counsel and Deputy Legal</li></ul>

				F I L E	Aid. Defense Counsel in conduct of legal aided cases, <ul style="list-style-type: none"> <li>• 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,</li> <li>• Visiting location/area of alleged crime, having discussions with family members etc. for effective and meaningful input for defense strategy,</li> <li>• Handling queries of legal aid seekers,</li> <li>• Updating legal aid seekers about the progress of their cases,</li> <li>• Assisting in maintaining complete files of legal aided cases,</li> <li>• Handling legal queries relating to criminal matters on telephone,</li> <li>• Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel,</li> <li>• Any work/duty assigned by Legal Services Authority</li> </ul>
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**Terms and Conditions:**

1. The last for submission of application is fixed on **31.07.2024** till 05:00pm.
2. 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.
3. The performance of each human resource shall be assessed in every six months by SLSA in consultation with DLSA concerned.
4. No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
5. 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.
6. 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.
7. No personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.
8. 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.
9. The application must be accompanied by the following:

- a. Self-attested copies of all certificates/ mark-sheets and all other supporting documents in support of age, educational and other qualification, caste etc.
  - b. Three self-attested passport size photographs (one needs to be pasted in the application and other two should be enclosed in the application with full signature of the candidate in the back side.)
  - c. Candidates must mention their phone number & e-mail ID in the application form.
10. Original certificates / all other supporting documents will be verified/ scrutinized at the time of Interview.
  11. The application should be addressed to the **Secretary, District Legal Services Authority, Dhubri.**
  12. Incomplete applications will be summarily rejected without assigning any reason thereof.
  13. No TA/DA shall be admissible to the candidates for appearing in any test.
  14. Canvassing directly or indirectly shall be liable for disqualification of the candidate.
  15. The decision of the Selection Committee shall be final in respect of any dispute; if arises out of the recruitment process.
  16. The District & Sessions Judge-Cum-Chairman, DLSA, Dhubri reserves the right to cancel the advertisement, alter/ modify or change any terms or conditions including selection criteria etc. spelt out in this advertisement.
  17. All other matters which are not specially provided herein shall be decided by the District & Sessions Judge-Cum-Chairman, DLSA, Dhubri.
  18. This advertisement retains the right to correct any inadvertent or typographical error.
  19. List of eligible candidates, date, time and venue of the respective tests will be published in the official website of Dhubri District Judiciary. Candidates are requested to visit the given website regularly.
  20. The date of Interview shall be informed to the candidates over telephone or through Text Message or Whatsapp Message.

**Selection Process:**

Selection will be made through Interview (Viva-Voce). The date of interview (viva-voce) is scheduled on 05<sup>th</sup> of August, 2024 from 3 PM.

**District & Sessions Judge-  
Cum-Chairman,  
District Legal Services Authority  
Dhubri.**

**Memo No. DLSA/LADCS/2022/1711-17 Dated Dhubri, the 23<sup>rd</sup> of July, 2024.**

*Copy forwarded to-*

1. The Member Secretary, Assam State Legal Services Authority, Guwahati for information.
2. The District Information & Public Relation Officer, Dhubri with a request to publish the above mentioned advertisement in 02(two) local dailies.
3. The President/ Secretary, Bar Association, Dhubri for information and requested to circulate the same with the Ld. Members of the Bar.
4. The President/ Secretary, Bar Association, Bilasipara for information and requested to circulate the same with the Ld. Members of the Bar.
- ✓ 5. The Systems Officer, Dhubri District Judiciary with a request to upload this advertisement in the official website of this District Judiciary.
6. Notice Board, O/o the District & Sessions Judge, Dhubri.
7. Notice Board, O/o the District & Sessions Judge-cum-Chairman, DLSA, Dhubri.
8. Office File.



**District & Sessions Judge-  
Cum-Chairman,  
District Legal Services Authority  
Dhubri**

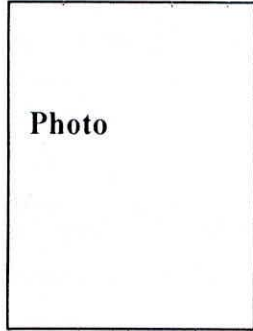
**Chairman,  
Dist. Legal Services Authority Cum  
Dist & Sessions Judge, Dhubri.**

APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER INLEGAL  
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: \_\_\_\_\_