



जिला विधिक सेवा प्राधिकार, शिवहर
व्यवहार न्यायालय परिसर, शिवहर
District Legal Services Authority, Sheohar
Civil Court Premises, Sheohar

विज्ञापन संख्या - 01/2025

शिवहर, दिनांक- 25.03.2025

जिला विधिक सेवा प्राधिकार, शिवहर के अंतर्गत Legal Aid Defense Counsel Scheme, 2022 के अनुसार LADCS office में कुल 03 तीन अलग-अलग पदों पर सुयोग्य उम्मीदवारों से आवेदन आमंत्रित किया जाता है। इसके संबंध में शैक्षणिक योग्यता एवं उम्र, आदि संबंधित जानकारी हेतु शिवहर व्यवहार न्यायालय के अधिकारिक वेबसाइट(<https://Sheohar.dcourts.gov.in>) पर जा कर देखा जा सकता है। आवेदन देने की अंतिम तिथि 17.04.2025 है आवेदन निम्नलिखित पते पर डाक द्वारा भेजा जा सकता है:-

Address:-

Secretary,
District Legal Services Authority, Sheohar,
Civil Court, Sheohar. Pin 843329

Details of Monthly remuneration honorarium of the human resource to be employed in LADCS in all DLSAs are mentioned below: -

For Class-B Towns (Population more than two lacs but below (10) lacs)

Sl. No.	POSTS	Monthly Remuneration/ Honorarium by BSLSA, Patna
01	Office Assistant/Clerks	Rs.16000/-
02	Receptionist-cum-Data Entry Operator (Typist)	Rs. 15,500/-
03	Office Peon (Munshi/Attendant)	Rs. 11,000/-

Selection Process: - The Selection Process will be done on the basis of skill test/interview by a Selection Committee constituted by the Learned Principal District & Sessions Judge-cum-Chairman, DLSA, Sheohar.

Note: - (i) Retired Court staff or DLSA employee, including experience outsource/ contractual personal, if otherwise suitable may be preferred for the post of Office Assistance, Receptionist-cum-Data Entry Operator and Office Peon.

(ii) Final outcome may depend upon the guideline as received by BSLSA, Patna. In this regard.

(Terms and conditions mentioned in Modified LADC Scheme, 2022 is attached herewith. In case of any conflict the Modified LADCS Scheme, 2022 shall prevail.)

Encl:- 1.Letter No. 230/2025

2.Application Form

3.Annexure-V

4. LADC Scheme, 2022 (Modified)

Cc: 1. System Office Sheohar to publish on Civil Court Official website and CC to all the Civil Court of Bihar.

2. Print & Electronic Media.

3. Notice Board of DLSA and Civil Court, Sheohar.

Secretary,
DLSA, Sheohar.

25/03/2025

Office of the District Legal Services Authority, Sheohar

From,

Letter No. - 230/2025

Secretary,
District Legal Services Authority,
Sheohar.

To,

Principal District & Sessions Judge-
cum-Chairman, DLSA, Sheohar.

Subject- Regarding publishing advertisement on the website of District Court Sheohar as well as all the Courts of Bihar for recruitment/engagement of Office Assistant/Clerks, Receptionist -cum- Data Entry Operator (Typist) and office Peon (Munshi/Attendant).

Dated-25.03.2025

Sir,

In the light of BSLSA letter no. 1507 dated 28.08.2024, the process of recruitment/engagement (engaged on contract basis initially for a period of two years with a stipulation of extension on yearly basis subject to satisfactory performance) of Office Assistant/Clerks, Receptionist-cum-Data Entry Operator (Typist) and office Peon (Munshi/Attendant) in the office of LADCS, Sheohar is to be initiated on the terms and conditions mentioned in Modified LADCS Scheme, 2022.

In the light of above, applications are invited from the eligible candidates for recruitment /engagement of the post of office Assistant/Clerks, Receptionist-cum-Data Entry Operator (Typist) and Office Peon (Munshi/Attendant). The suitable and eligible candidates are requested to send their applications by post on the given address till 17.04.2025

Address:-

**Secretary,
District Legal Services Authority, Sheohar,
Civil Court, Sheohar. Pin 843329**

The candidates should fulfil the following criteria.

1. The candidate must be medically fit.
2. The candidate must bear good moral character.
3. Minimum age limit of candidates on 30.11.2024 shall be 18 years for the post of Office Peon (Munshi/Attendant) 21 years for the post of Office Assistance /Clerks and Receptionist-cum-Data Entry Operator (Typist).
4. The candidate must not have been convicted in criminal case or dismissed from service.

Qualification for the post of Office Assistant/Clerks: -

1. Educational Qualification-Graduation.
2. Basic word processing skills and ability to operate computer and skills to feed data.
3. Good Typing speed with proper setting of petition.
4. Ability to take dictation and prepare files for presentation in the courts.
5. File maintenance and processing knowledge.

Qualification for the post of Receptionists-cum-Data Entry Operator (Typist):-

1. Educational Qualification-Graduation.
2. Excellent verbal and written communication skills.

3. Word and data processing abilities,
4. The ability to work telecommunication system (telephones, fax, machines, switchboards etc.)
5. Proficiency with good Typing Speed.

Qualification for the post of Office Peon (Munshi/Attendant):-

The candidate must possess the minimum qualification of Matriculation/10" passed.

Reservation for different categories of candidates shall be applicable as per rules of Government of Bihar. Benefit of reservation will be given only to those candidates, who are permanent residents of Bihar.

The engagement of the candidates shall be made after interview by the committee constituted by the Learned Principal District & Sessions Judge-cum-Chairman, DLSA, Sheohar. No. T.A. shall be paid to candidates for attending the skill test/interview.

At the time of interview, the candidates are required to produce the original with a set of self-attested photo copies of the following documents.

- Educational Certificate
- Date of Birth Certificate
- Residential Certificate
- Caste Certificate, if required
- 5 Passport size recent colour photographs
- Aadhaar Card
- Self-declaration of no criminal history/conviction and/or no dismissal from service.

Final result of candidates selected after skill test/interview shall be published on the official website of Civil courts, Sheohar (<https://Sheohar.dcourts.gov.in>). The same will also be pasted on the Notice Board of DLSA, Sheohar.

The selected candidate will be required to join within a week from the date of publication of final result. After lapse of the said period, their candidature shall not be considered. At the time of joining the applicants are required to submit an affidavit regarding details of criminal cases, if any.

The engagement shall be cancelled /terminated on the ground of concealment of facts regarding eligibility criteria/furnishing incorrect information or concealment of material information, indiscipline, dereliction in duty, absence from work for more than three days without prior permission etc, and also as mentioned in Modified LADCS Scheme, 2022.

Human Resources:

Human Resources for Legal Aid Defense Counsel Office		
Sl. No.	POSTS	No. Required
01	Office Assistant/Clerks	01
02	Receptionist-cum-Data Entry Operator (Typist)	01
03	Office Peon (Munshi/Attendant)	01

Details of Monthly remuneration honorarium of the human resource to be employed in LADCS in all DLSAs are mentioned below: -

For Class-B Towns (Population more than two lacs but below (10) lacs)

Sl. No.	POSTS	Monthly Remuneration/ Honorarium by BSLSA, Patna
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Selection Process: - The Selection Process will be done on the basis of skill test/interview by a Selection Committee constituted by the Learned Principal District & Sessions Judge-cum-Chairman, DLSA, Sheohar.

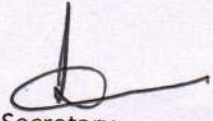
Note: - (i) Retired Court staff or DLSA employee, including experience outsource/ contractual personal, if otherwise suitable may be preferred for the post of Office Assistance, Receptionist-cum-Data Entry Operator and Office Peon.

(ii) Final outcome may depend upon the guideline as received by BSLSA, Patna. In this regard.

(Terms and conditions mentioned in Modified LADCS Scheme, 2022 is attached herewith. In case of any conflict the Modified LADCS Scheme, 2022 shall prevail.)

Enclosure: - 1. Application Form
2. Annexure "V"

Yes,
Principal District &
Sessions Judge-cum-
Chairman,
DLSA, Sheohar
25.03.2025


Secretary,
District Legal Services Authority, Sheohar.
25.03.2025

आवेदन पत्र का प्रारूप

01. आवेदित पद का नाम :-.....
02. पिता/पति का नाम :-.....
03. स्थायी पता(पिन कोड सहित) :-.....
04. वर्तमान पता:
05. शैक्षणिक योग्यता :-.....

आवेदक का
स्वहस्ताक्षरित
पासपोर्ट साईज का
फोटो

उत्तीर्ण परीक्षा	वर्ष	विद्यालय/महाविद्यालय का नाम	प्राप्तांक	प्रतिशत

06. अन्य योग्यता:-.....
07. आवेदक का जन्मतिथि:-...../...../.....
08. कोटि : UR ☐ SC ☐ ST ☐ EBC ☐ BC ☐ Other ☐
09. आवेदक का दिनांक-30.11.2024 को उम्र
10. आवेदक की राष्ट्रीयता:-.....
11. आवेदक का लिंग : पुरुष/महिला/ट्रांसजेंडर
12. नियोजनालय का नाम एवं पंजीकरण संख्या.....
13. क्या आवेदक के विरुद्ध पहले कोई मुकदमा चला है अथवा वर्तमान में मुकदमा चल रहा है
हाँ/नहीं (यदि हाँ तो इसका व्यौरा संलग्न करें)
14. क्या आवेदक Medically fit है (चिकित्सा प्रमाण पत्र संलग्न करें)

उद्घोषणा

मैं एतद द्वारा यह घोषणा करता हूँ/करती हूँ कि मेरे द्वारा दी गई सभी सूचनाएँ एवं संलग्न प्रमाण पत्र सही हैं और कोई भी सूचना गलत पाए जाने पर मेरी उत्तमदारी रद्द की जा सकती है एवं मेरे विरुद्ध विधिसम्मत कारवाई की जा सकती है।

स्थान :

तिथि :

आवेदक का हस्ताक्षर

मैं.....यह घोषणा करता/करती हूँ कि मेरे विरुद्ध
आपराधिक मामला दर्ज या लंबित नहीं है।

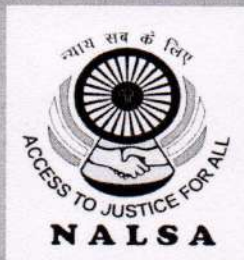
(यदि आपराधिक मामला लंबित है तो नही काट दे एवं ऐसे मामलों की विवरणी नीचे दिये
गये तालिका में भर कर दे।)

वाद (केस) सं०	दण्डात्मक प्रावधान	स्तर लंबित/समाप्त	अन्युक्ति

Modified Scheme 2022

Legal Aid Defense Counsel Scheme 2022

FOR PROVIDING LEGAL AID, ASSISTANCE & REPRESENTATION IN
CRIMINAL MATTERS IN LINE WITH "PUBLIC DEFENDER SYSTEM"



National Legal Services Authority

B- BLOCK, ADDITIONAL BUILDING, SUPREME COURT OF INDIA, NEW DELHI |

Email: nalsa-dla@nic.in, ms-nalsa@gov.in Website: www.nalsa.gov.in

1. Introduction

Legal Services Authorities provide legal services to accused/convicts, who are in custody or otherwise coming within the eligibility criteria spelt out in Section 12 of the Legal Services Authorities Act, 1987. Legal Services are being provided at pre-arrest, remand, trial and appellate stages in criminal matters. Legal representation is being provided by the Legal Services Authorities in approximately 2 lac criminal cases (trials) at the district level.

During Consideration of the Demands for Grants (2022-23) of the Department of Justice by the Department Related Parliamentary Standing Committee (DPRSC) on Personal, Public Grievances, Law and Justice observed in its 116th report that:

*“NALSA has recently completed 25 years of its establishment; accordingly, **it is also the right time to ponder over reforms which are required in NALSA and legal aid movement in India. Majority of Indians are eligible to receive legal aid, but the number of people actually receiving legal aid is a miniscule percentage of those entitled.** In the previous chapter, the Committee has already recommended a significant increase in NALSA's budget and expects NALSA to make best use of it in performing its assigned mandate.”*

At present, Assigned Counsel System of dispensation of Legal Aid is being followed in India. Under the said system, cases are assigned to panel lawyers by Legal Services Institutions. Such Panel lawyers to whom cases are assigned, also have private practices, and hence, they do not exclusively devote their time to the legal aid matters. Many times, their accessibility and availability remain an issue for timely client consultation and updating the legal aid seekers about the progress of their cases. There are few instances, wherein the lawyers were found harassing beneficiaries or demanding fee from them.

Subject to feasibility, the services may be extended to Talukas or outline Courts. Initially, it was confined to cases before the Sessions, and now it will be expanded to all type of criminal courts with Lawyers engaged therein not allowed to take any private cases or any other retainership. This will create institutional capacity to effectively provide legal aid to poor and needy in criminal justice system. Some of the perceived advantages of the Legal aid Defense Counsel System vis-à-vis assigned counsel system may be mentioned as follows:

- Increase in Availability and accessibility of Legal Aid Defense counsels,
- Effective and efficient representation by experienced lawyers,
- Timely and lively Client Consultations,
- Effective monitoring and mentoring of legal aided cases,
- Professional management of legal aid work in criminal matters,
- Enhanced responsiveness leading to updating of legal aid seekers about the progress of their cases,
- Ensuring accountability on the part of the legal aid providers.

At the first instance, the Legal Aid Defense Counsel System was conceived to be implemented on a pilot project basis for providing legal aid in criminal matters in Sessions Courts in a few districts. After its success as a pilot project, it is being extended to other districts and to all criminal courts including Courts of executive Magistrates.

Objectives:

- To provide qualitative and competent legal services in criminal matters to all eligible persons.
- To manage and implement legal aid system in professional manner in criminal matters.

2. Scope of Work:

Legal Aid Defense Counsel Office 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

- Furniture consisting of tables, chairs, bookshelf and almirahs etc.

- **Human Resource:**

Human Resources for a Legal Aid Defense Counsel Office		
S. No.		No. required
1.	Chief Legal Aid Defense Counsel	01
2.	Deputy Chief Legal Aid Defense Counsel	01-03
3.	Assistant Legal Aid Defense Counsel	02-10
4.	Office Assistants/ Clerks	01-03
5.	Receptionist-cum-Data Entry Operator (Typist)	01 (optional)
6.	Office peon (Munshi/Attendant)	01 (optional)

***Note:** Number of Deputy and Assistant Legal aid Defense Counsel may be increased or decreased as per the requirement in individual districts, subject to prior approval of Hon'ble Executive Chairman, SLSA. Number of Legal Aid Defense Counsels shall be proportionate to the actual work and also requirement.*

4. 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 subject to satisfactory performance. The performance of every human resource shall be assessed every six months by SLSA in consultation with DLSA concerned. The 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

- 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 defense counsel.
- Ability to work effectively and efficiently with others.
- Excellent writing and research skills.
- IT Knowledge with high proficiency in work.

d) Qualification for Office Assistant/ Clerks:

- Educational Qualification: Graduation,
- Basic word processing skills and the ability to operate computer and skills to feed data,
- Good Typing speed with proper setting of petition,
- Ability to take dictation and prepare files for presentation in the Courts,
- File maintenance and processing knowledge.

e) Qualification for Receptionist-cum-Data Entry Operator

- Educational Qualification: Graduation,
- Excellent verbal and written communication skills,
- Word and data processing abilities,
- The ability to work telecommunication systems (telephones, fax machines, switchboards etc),
- Proficiency with good typing speed.

- 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(s) 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 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,

d) Office Assistant

- Keeping updated record of legal aided cases,
- Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions,
- Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner,
- Typing applications, petitions, appeals etc.,

- 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. Uses 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.

7. Code of Ethics:

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

- No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
- 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.
- 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.
- No personnel within the office of Legal Aid Defense Counsel shall engage in any outside activity or act as an independent practitioner.

- 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 incidental expenses such as travelling expenses etc.
- Information/promotional campaigns/programmes with regard to Legal aid Defense counsel office.

10. 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,

A. Honorarium (Retainership fee) and salaries:

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
4.	Monthly salary of Office Assistants	₹ 18,000 to 25,000/- each
5.	Monthly salary of Receptionist-cum-Data Entry Operator (Optional)	₹ 18,000 to 20,000/-
6.	Monthly salary of Office peon	₹ 12,500 to 15,000/-

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
4	Monthly salary of Office Assistants	₹ 15,000 to 20,000/- each
5	Monthly salary of Receptionist-cum-Data Entry Operator (Optional)	₹ 15,000 to 17,000/-
6	Monthly salary of Office peon	₹ 10,000 to 12,000/-

For class-C (Population below 2 lacs) or Remaining places

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
4	Monthly salary of Office Assistants	₹ 12,500 to 15,000/- each