District Legal Services Authority, Wanaparthy.

NOTIFICATION

No. 551 /DLSA/WNP/LADCS/2025 Date: 09 -06-2025.

NOTIFICATION INVITING APPLICATIONS ON CONTRACTUAL FULL TIME ENAGEMENT OF CHIEF LEGAL AID DEFENCE COUNSEL AND DEPUTY LEGAL AID DEFENCE COUNSEL, IN LEGAL AID DEFENCE COUNSEL OFFICE IN DISTRICT LEGAL SERVICES AUTHORITY, WANAPARTHY.

SUB: **LADCS – NALSA LADCS – Modified Scheme, 2022 - Engagement of Chief Legal Aid Defense Counsel (01) post and Deputy Legal Aid Defence Counsel (01) post to the Office of the LADCS, Wanaparthy attached to the District Legal Services Authority, Wanaparthy – Inviting applications for the engagement of LADCS Counsels - Fresh Notification – Issued – Regarding.**

REF: **Letter Roc.No.4643/TSLSA/2025, Dated:15.05.2025 of the Hon'ble member Secretary, Telangana State Legal Services Authority, Hyderabad.**

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Applications are invited from eligible lawyers (separate guidelines are attached to this notification) having requisite qualifications for contractual full time engagement **for the post of Chief Legal Aid Defense Counsel** (01) and **Deputy Legal Aid Defense Counsel** (01) in LADCs Office of Wanaparthy District, as per the NALSA LADCS Modified Scheme, 2022, in Wanaparthy District. **The Chief and Deputy Legal Aid Defence Counsels shall be engaged on contract basis initially for a period of two years with a stipulation of extension on yearly basis on satisfactory performance.**

The selection process is purely basing on written examination and oral interview, to be conducted by this authority. The date of examination will be intimated in due course and will be placed in District Court Web-site as well as placed in the notice boards of Prl. District Court, DLSA, Wanaparthy and Bar Association, Wanaparthy.

The Lawyers so engaged therein will not be allowed to take any other private cases or any other retainer ship.

The application form and guidelines may be downloaded from the Website of Prl. District Court, Wanaparthy or may be collected from the Office of the DLSA, Wanaparthy. The duly filled in application form along with self-attested copies of documents shall be submitted to the District Legal Services Authority, Wanaparthy, either through post or by hand. On the top of the envelope, the name of the post applied should be mentioned.

It is to inform you that, as on 06.06.2025 insufficient applications were received by this authority, in view of the above the time of receiving applications is extended.

The application shall reach the office of the Secretary, DLSA **on or before 12-06-2025 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.

M.R. Sure

Prl. District Judge-cum-Chairperson,
District Legal Services Authority,
Wanaparthy.

To,

1. All the Courts of Wanaparthy District Unit.
2. Notice Boards of Prl. District Court, DLSA and all courts.
3. Notice Boards of Bar Association, Wanaparthy and Atmakur.
4. Prl. District & Sessions Court, Wanaparthy (e-courts) web-site.
5. The President, Bar Association, Wanaparthy, with a request to communicate the same the Members of the Bar Association, Wanaparthy.
6. The President, Bar Association, Atmakur, with a request to communicate the same the Members of the Bar Association, Atmakur.

Encl: 1. The required Qualifications & Guidelines

2. Application Form

GUIDELINES FOR ENGAGEMENT AS FULL TIME CHIEF LEGAL AID DEFENCE COUNSEL (01) POST AND DEPUTY LEGAL AID DEFENCE COUNSEL (01) POST, IN THE OFFICE OF THE LEGAL AID DEFENSE COUNSEL IN DLSAs.

1. **Scope of Work:**

Legal Aid Defence 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 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 Defence 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 as per the guidelines issued under the NALSA LADCS – Modified Scheme, 2022, Chief and Deputy 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 and Deputy 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 (Chairperson, DLSA) as envisaged in NALSA (Free and Competent Legal Services) Regulations 2010, subject to final approval by the Executive Chairman, SLSA, Hyderabad. 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) Qualification 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 defense 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 30 criminal cases can be relaxed in appropriate circumstances,
- Knowledge of computer system is preferable.
- Quality to lead the team with capacity to manage the office.

b) Qualification for Deputy Legal Aid Defense Counsel:.

- Practice in criminal law for at least 07 years.
- Excellent understanding of criminal law.
- Excellent oral and written communication skills.
- Skill in legal research,
- Thorough understanding of ethical duties of defense 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.

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 maintenance of up-to-date record of legal aided cases,
- Will be overall in charge of administration of the office of Legal Aid Defense Counsel Office.
- Ensure quality 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.

c) Deputy 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.

4. Termination of Services:

Services of any legal aid Defence counsel engaged in the office of Legal Aid Defence 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 Defence counsel office, or
viii. Using his/her position in legal aid Defence 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 Defence 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 Defence 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 Defence Counsel shall engage in any outside activity or act as an independent practitioner.

v. No personnel within the office of Legal Aid Defence 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 Defence Counsel shall devote his/her full time to his/her duties for the office of Legal Aid Defence Counsel and shall not engage in private practice of law during the term of employment.

vii. Every Personnel of the office of Legal Aid Defence 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 Defence 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.
- No remuneration for the period of absence in excess of the admissible leave will be paid to the human resource of Legal Aid Defence Counsel Office.
- Un-availed leave shall neither be carried forward to next year nor encashed.
- Leave sanctioning authority shall be the Secretary/Chairperson, DLSA.

7. Incharge Arrangements:

- During the leave period of Chief Legal Aid Defence Counsel, the Deputy Chief Legal Aid Counsel will be placed In-charge for the post of Chief Legal Aid Defence Counsel.
- During the leave period of Deputy Legal Aid Defence Counsel, the Assistant Legal Aid Counsel will be placed In-charge for the post of Deputy Legal Aid Defence Counsel.
- In the event of leave/absence of more than one Legal Aid Defence Counsel of any of the categories, the Chief Legal Aid Defence Counsel shall make appropriate In-charge arrangements.

8. **Role of State Legal Services Authority and District Legal Services Authority:**

- 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.
- Timely payment of monthly honorarium to legal aid counsel and all staff engaged for Legal aid Defence counsel office.
- Information/promotional campaigns/programmes with regard to Legal aid Defence counsel office.

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

10. **OFFICE MANAGEMENT :**

- The staff of all categories of LADCS Office shall be present in the Office by 10.00 AM sharp, and stay up to the completion of Office hours. The Office timings will be from 10.00 AM to 5.00 PM, on par with the Court working hours. The staff should also be available over phone. Punctuality, promptness, regular

attendance of the personnel should be ensured. The personnel of the LADCS should behave in courteous manner with the visitors/general public. The tidiness and cleanliness of the office premises should be maintained.

11. PERIODICAL REVIEW :

The District Legal Services Authorities shall periodically review the progress of LADCS and identify the gaps for taking timely and appropriate corrective measures for improving the structure and functioning of LADCS.

12. Honorarium (Retainer ship fee):

1	Chief Legal Aid Defense Counsel	₹ 75,000/- per month
2	Deputy Legal Aid Defense Counsel	₹ 50,000/- per month

Prl. District Judge-cum-Chairperson,
District Legal Services Authority,
Wanaparthy.

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

STATE_____

DISTRICT_____

Application No. _____
(For Office use)

Photo

APPLICATION FOR CHIEF/DEPUTY LEGAL AID DEFENCE COUNSEL

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 31.05.2025) :
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 Enrolment 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:_____