



**STATE LEGAL SERVICES AUTHORITY, U.T., CHANDIGARH
(Single Floor, Additional Deluxe Building, Sector-9D, Chandigarh.)**

Memo No.SLSA-UT/2023(LADCS)/6491 Dated, Chandigarh the 09.03.2023

Notice inviting applications for engagement as full time legal aid lawyers as Legal Aid Defense Counsels (Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsels and Assistant Legal Aid Defense Counsels) and ministerial staff i.e. Office Assistants/Clerks, Receptionist-cum-Data Entry Operator and Office Peon (Munshi/Attendant) in district namely U.T., Chandigarh under District Legal Services Authority, U.T., Chandigarh under the aegis of State Legal Services Authority, U.T., Chandigarh.

The State Legal Services Authority, U.T., Chandigarh is in the process of establishing Legal Aid Defense Counsel System (LADCS) in district namely U.T., Chandigarh in line with public defender system, as introduced by National Legal Services Authority. As envisaged, LADCS involves 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.

The applications are invited on prescribed format from eligible lawyers having requisite qualifications for Contractual full time engagement for the posts of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsels and Assistant Legal Aid Defense Counsels as per the modified Legal Aid Defense Counsel Scheme 2022 of NALSA. Legal Aid Defence Counsels shall be engaged on contract basis by District Legal Services Authority, U.T., Chandigarh initially for a period of two years with a stipulation of extension on yearly basis subject to satisfactory performance. The lawyers so engaged as Legal Aid Defense Counsels shall not be allowed to do any private practice and retainership.

The applications are also invited for the posts of Office Assistants/Clerks, Receptionist-cum-Data Entry Operator and Office Peon (Munshi/Attendant) purely on contractual basis. The engagement of ministerial staff shall also be for a period of 02 years (extendable on yearly basis subject to satisfactory performance).

The number of positions for engagement of Legal Aid Defence Counsels and ministerial staff in district namely U.T., Chandigarh are as under:-

Sr. No.	Nomenclature of posts	No. of persons to be engaged
1.	Chief Legal Aid Defense Counsel	01
2.	Deputy Chief Legal Aid Defense Counsel	03

3.	Assistant Legal Aid Defense Counsel	07
4.	Office Assistant/Clerk	02
5.	Receptionist-cum-Data Entry Operator	01
6.	Office Peon (Munshi/Attendant)	01

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 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, matters pending before Juvenile Justice Boards/CWCs, wherein present counsel assignment system (Panel Lawyers) will continue to be operational for the purpose. 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 trials 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 aid 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.

The qualification, work profile and honorarium payable for different posts is annexed as **Annexure A**.

The duly filled application form along with copies of documents duly attested by any Gazetted Officer can be submitted by eligible lawyers in the format as per **Annexure B** and eligible candidates for the ministerial staff in the format as per **Annexure C** through speed-post or in person on or before 27.03.2023 by 5:00 p.m. in the office of Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, 2nd Floor, ADR Centre, District Courts Complex, Sector-43, Chandigarh. Any incomplete or application form received after due date shall not be considered at all. Merely, applying for the engagement doesn't create any right or assurance in favour of the candidates. Annexures as mentioned above may be downloaded from the official website of State Legal Services Authority, U.T., Chandigarh i.e. www.chdlsa.gov.in.

SD/-
Member Secretary,
State Legal Services Authority,
U.T., Chandigarh.

For any query, please visit the office of Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, 2nd Floor, ADR Centre, District Courts Complex, Sector-43, Chandigarh.

QUALIFICATION, WORK PROFILE AND HONORARIUM

Qualification and Work Profile

Sr. No.1

Chief Legal Aid Defense Counsel

Qualification:

1. Practice in Criminal law for at least 10 years,
2. Excellent oral and written communication skills,
3. Excellent understanding of criminal law,
4. Thorough understanding of ethical duties of a defense counsel,
5. Ability to work effectively and efficiently with others with capability to lead,
6. Must have handled at least 30 criminal trials in Sessions Courts, aforesaid condition of handling 30 criminal cases can be relaxed in appropriate circumstances,
7. Knowledge of computer system is preferable.
8. Quality to lead the team with capacity to manage the office.

Work Profile:

- 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.

Sr. No.2

Deputy Chief Legal Aid Defense Counsel

Qualification:

1. Practice in Criminal law for at least 7 years,
2. Excellent understanding of criminal law,
3. Excellent oral and written communication skills,
4. Skill in legal research,
5. Thorough understanding of ethical duties of defense counsel,
6. Ability to work effectively and efficiently with others,
7. Must have handled at least 20 criminal trials in Sessions Courts, may be relaxed in exceptional circumstances, by Hon'ble executive Chairman, SLSA,
8. IT Knowledge with proficiency in work.

Work Profile:

- 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.

Sr. No.3

Assistant Legal Aid Defense Counsel

Qualification:

1. Practice in criminal law from 0 to 3 years.
2. Good oral and written communication skills.
3. Thorough understanding of ethical duties of defense counsel.
4. Ability to work effectively and efficiently with others.
5. Excellent writing and research skills.
6. IT Knowledge with high proficiency in work.

Work Profile:

- 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,

Sr. No.4

Office Assistant/Clerks

Qualification:

1. Educational Qualification: Graduation.
2. Basic word processing skills and the 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.

Work Profile:

- 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.
- Doing ministerial work related to cases such as filing applications for copies of orders, judgements etc.
- Any other task assigned by the Chief Legal Aid Defense Counsel.
- Any work/duty assigned by Legal Services Authority.
- All duties assigned to Receptionist-cum-Data Entry operator.

Sr. No.5

Receptionist-cum-Data Entry Operator

Qualification:

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

Work Profile:

- Greeting clients and visitors and answering visitor inquiries.
- Answering and routing incoming calls on a multi-line telephone system.
- Scheduling and routing legal aid seekers.
- Maintaining the waiting area, lobby or other office areas.
- Scanning, photocopying, faxing.
- Collecting and routing mail and hand-delivered packages.
- Answering face-to-face enquiries and providing information when required.
- Uploading, at the initial point, legal aided cases on NALSA portal & other platforms and updating the information from time to time.
- Any work/duty assigned by Legal Services Authority.

Sr. No.6

Office Peon (Munshi/Attendant)

Qualification & Work Profile:

1. Educational Qualification: Matriculation.
2. General work of MTS, Munshi or Peon.
3. Cleaning the office before the commencement of office hours.
4. Ensuring that all places in the office are kept clean
5. Bringing and serving water, beverages to the visitors in the office.
6. Carrying dak, misc. work etc.
7. Any other work assigned by Legal Services Authority.

HONORARIUM PAYABLE:-

SR. NO.	DISCRIPTION	MONTHLY AMOUNT(S)
1.	CHIEF LEGAL AID DEFENSE COUNSEL	RS.95,000/-
2.	DEPUTY CHIEF LEGAL AID DEFENSE COUNSEL	RS.70,000/-
3.	ASSISTANT LEGAL AID DEFENSE COUNSEL	RS.45,000/-
4.	OFFICE ASSISTANT/CLERK	RS.22,000/-
5.	RECEPTIONIST-CUM-DATA ENTRY OPERATOR	RS.18,000/-
6.	OFFICE PEON (MUNSHI/ATTENDANT)	RS.15,000/-

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

STATE : Chandigarh

DISTRICT: Chandigarh

Application No. _____

(For Office use)

Paste here recent
coloured
photograph duly
attested by a
Gazetted Office

**APPLICATION FOR CHIEF/DEPUTY/ASSISTANT LEGAL AID DEFENSE
COUNSEL**

1. Applicant's Name (In Block Letters) :

2. Father/Husband's Name :

3. Date of Birth :

4. Age (as on 01-03-2023) :

5. Gender :

6. Residential Address (With Pin code) :

7. Office Address :

8. Chamber Address (if any) :

9. Telephone no. (O) :

10. Telephone No. (R) :

11. Mobile No. :

12. E-mail ID :

13. PAN No. :

14. AADHAR No. :

15. Educational Qualification (Please enclose copies of documents duly attested by a Gazetted Officer):

Course	Name of Board/University	Year of Passing	%age of marks obtained
Matriculation			
Graduation			
Professional Degree (LLB)			
LLM			
Any other (if any)			

16. Date of Enrollment as Lawyer:

17. Enrollment No. :

(Attach attested copy of enrollment certificate issued by Bar Council)

18. 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.)

19. Whether empanelled as Central/State Government or :

Government undertaking counsel/pleader (Indicate period & attach documents)

20. The Courts where the Applicant is regularly practising :

(Enclose Bar Association Membership Certificate)

21. Specify whether earlier remained on the panel of HCLSC/DLSA or TLSC :

(Indicate period, number of legal aid cases handled & result) (attach documents)

22. 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)

23. Whether any criminal case has ever been lodged/ is pending against you? If yes, please provide the details of the said case.

24. List of the documents to be attached.

1. Attested copy of Certificates in support of educational qualifications.
2. Attested copy of Certificate in Enrollment issued by the Bar Council under the Advocates Act, 1961.
3. Attested copy of Photo Identity Card, Address Proof.
4. 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 and I shall be liable for appropriate legal action including removal even after my engagement without any notice. 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 solemnly affirm and declare that no criminal case/complaint/inquiry is pending against me and I have also not been charge-sheeted in any inquiry/case. 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: _____

**APPLICATION FORM FOR ENGAGEMENT OF OFFICE ASSISTANT/CLERK,
RECEPTIONIST-CUM-DATA ENTRY OPERATOR & OFFICE PEON
(MUNSHI/ATTENDANT)**

PROFORMA

STATE : Chandigarh
DISTRICT: Chandigarh
Application No. _____
(For Office use)

APPLICATION FOR THE POST OF

1. Name of the Applicant: _____

(In Block letters)

2. Father's Name: _____

(In Block Letters)

3. Date of Birth: _____

(in Christian Era)

4. Age as on 01.03.2023: _____

5. Address:

a) Permanent Address
(With Pin Code) _____

b) Correspondence Address
(With Pin Code) _____

c) Contact No. _____

d) Email ID: _____

6. Present Occupation: _____

7. Educational Qualifications:-

Examination Degree/Diploma	University/Board	Subject	Year of Passing	%age of marks Class/Grade Distinction

8. Experience: _____

Paste recent
passport size
photograph duly
attested by
Gazetted Officer

9. Nationality: _____

10. Marital Status: _____

11. Whether any criminal case has ever been lodged/ is pending against you? If yes, please provide the details of the said case.

Date:

Place:

Signature of the Applicant

Declaration by the Applicant

- i) I certify that particulars/information given by me in the application form is true and correct according to my knowledge and nothing has been concealed therein and that in case any information/particulars(s) is/are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including removal even after my engagement without any notice.
- ii) I also solemnly affirm and declare that no criminal case/complaint/inquiry is pending against me and I have also not been charge-sheeted in any inquiry/case.
- iii) I have never been debarred from appearing at any examination.
- iv) I understand that if any column is left blank, my application can be rejected.

Date:

Place:

Signature of the Applicant