



HARYANA STATE LEGAL SERVICES AUTHORITY,
PANCHKULA

No. 8736

Dated: 29th August, 2022

Notice inviting applications for engagement as full time legal aid lawyers as Legal Aid Defence Counsel (Chief Legal Aid Defence Counsel, Deputy Legal Aid Defence Counsel and Assistant Legal Aid Defence Counsel), Assistants, Data Entry Operators and Peons in 18 districts of the State of Haryana under State Legal Services Authority.

The Haryana State Legal Services Authority is in process of establishing Legal Aid Defence Counsel System (LADCS) in line with public defender system, as introduced by National Legal Services Authority. 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. 18 Districts in Haryana shall have Legal Aid Defence Counsel office having Chief Legal Aid Counsel, Deputy Chief Legal Aid Defense Counsels, Assistant Legal Aid Defense Counsels. The 18 Districts are **Ambala, Bhiwani, Fatehabad, Faridabad, Hisar, Jind, Jhajjar, Kurukshetra, Karnal, Kaithal, Mewat, Narnaul, Palwal, Rohtak, Rewari, Sirsa, Sonapat and Yamuna Nagar**. Apart, from Legal Aid Counsels, Office Assistants, Receptionist-cum-Data Entry Operators and Peons shall also be engaged for the LADCS office. (The district-wise human resource engagement shall be in consonance with the list attached as **Annexure A**).

The 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 and Assistant

Legal Aid Defense Counsels as per scheme in 18 districts as mentioned above. The applications are also invited for the post of Office Assistant, Receptionist-cum-Data Entry Operator and Peons **purely on contractual basis** for all the 18 aforementioned Districts. The qualification, work profile and honorarium payable for different posts is annexed as **Annexure B**. The lawyers selected shall not be allowed to take any other private cases or any other retainership. The engagement of lawyers as well as office staff shall be for a period of 2 years (extendable year to year based on the performance).

For the posts of Legal Aid Defence Counsels, the duly filled applications form (**Annexure C**) along with self-attested copies of documents and for the ministerial posts i.e. Office Assistants, Receptionist-cum-Data Entry Operator and Peons an application well drafted on a plain paper along with self-attested copies of documents and photograph be submitted through speed post or in person on or before 12.09.2022 (5:00 p.m.) in the office of Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority, wherein, the candidate desires to apply. (The list of DLSAs along with complete correspondence address, email id and helpline numbers is attached as **Annexure D**). HaryanaJobs.in

Any incomplete or application form received after due date shall not be considered. 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 Haryana State Legal Services Authority, i.e.

hlsa.gov.in.

Sd/-

Member Secretary,
Haryana State Legal
Services Authority,
Panchkula

[Click to download Annexure A – Vacancy Position](#)

[Click to download Annexure B – Qualification, Work Profile And Honorarium Payable](#)

[Click to download Annexure C - Application Form](#)

[Click to download Annexure D- Correspondence Address Of DLSAs](#)

For any other query please visit the O/o Chief Judicial Magistrate-cum-Secretary, District Legal Services Authority concerned.

Vacancy Position as on 29.08.2022

HUMAN RESOURCES TO BE ENGAGED FOR LADCS

Sr. No.	District	HUMAN RESOURCES TO BE ENGAGED FOR LADCS					
		No. of Chief Legal Aid Defense Counsel	No. of Deputy Legal Aid Defense Counsel	No. of Assistant Legal Aid Defense Counsel	No. of Office Assistant	No. of receptionist-cum-DEO	No. of Peon
1	Ambala	1	2	4	1	1	1
2	Bhiwani	1	2	3	1	1	1
3	Fatehabad	1	1	3	1	1	1
4	Faridabad	1	2	6	1	1	1
5	Hisar	1	2	3	1	1	1
6	Jind	1	2	3	1	1	1
7	Jhajjar	1	2	2	1	1	1
8	Kurukshetra	1	2	3	1	1	1
9	Karnal	1	2	4	1	1	1
10	Kaithal	1	2	3	1	1	1
11	Mewat	1	1	2	1	1	1
12	Narnaul	1	2	3	1	1	1
13	Palwal	1	2	3	1	1	1
14	Rohtak	1	2	4	1	1	1
15	Rewari	1	2	3	1	1	1
16	Sirsa	1	2	3	1	1	1
17	Sonepat	1	3	3	1	1	1
18	Yamuna Nagar	1	2	4	1	1	1
	Total	18	35	59	18	18	18

Annexure B
Qualification, Work Profile and Honorarium

Qualification and Work Profile

Sr. No. 1 Chief Legal Aid Defense Counsel

Qualification: HaryanaJobs.in

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 defence counsel,
5. Ability to work effectively and efficiently with others capability to lead,
6. Must have handled 30 criminal trials in Sessions Courts, foresaid condition of handling of 30 criminal cases can be relaxed in appropriate circumstances,
7. Knowledge of computer system, 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 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.

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 defence 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, HALSA,
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 defence 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 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,

Sr. No. 4

Office Assistant

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, judgement 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

Work Profile

- General work of MTS, Munshi or Peon,
- Cleaning the office before the commencement of office hours,
- Ensuring that all places in the office are kept clean,
- Bringing and serving water, beverages to the visitors in the office,
- Carrying dak, misc. work etc.
- Any other work assigned by Legal Services Authority.

Honorarium of LADCS staff as per category

Segregation of Districts as per NALSA guidelines is as under:

Class-A Towns	Faridabad (1)
Class-B Towns	Ambala, Bhiwani, Kurukshetra,, Kaithal, Karnal, Sonapat, Jind, Sirsa, Hissar, Rohtak, Jhajjar, Palwal, Yamuna Nagar, Rewari (14)
Class-C Towns	Narnaul, Mewat, Fatehabad (3)

Honorarium payable

Human Resources	Class-A	Class-B	Class-C
Chief Legal Aid Defense Counsel	90,000	80,000	70,000
Deputy Chief Legal Aid Defense Counsel	70,000	60,000	50,000
Assistant Legal Aid Defense Counsel	45,000	35,000	30,000
Assistant Receptionist-cum-Data entry operator Peon	Honorarium will be paid as per provisions of Minimum Wages Act/HRKNL Nigam rates as per NALSA modified LADCS Scheme		

Sr. No.	District
1.	District Legal Services Authority ADR Centre, District Courts Complex, Amabala Helpline : 0171-2532142, Email : dlsaambala@gmail.com
2	District Legal Services Authority ADR Centre, District Courts Complex, Bhiwani Helpline : 01664-245933, Email : dlsabhiwani1@gmail.com
3	District Legal Services Authority ADR Centre, District Courts Complex, Faridabad Helpline : 0129-2261898, Email : dlsa.frb@hry.gov.in
4	District Legal Services Authority ADR Centre, District Courts Complex, Fatehabad Helpline : 01667-231174, Email : dlsafatehabad@gmail.com
5	District Legal Services Authority ADR Centre, District Courts Complex, Hissar Helpline : 01662-270078, Email : dlsahisar@gmail.com
6	District Legal Services Authority ADR Centre, District Courts Complex, Jind Helpline : 01681-245048, Email : jinddlsa@gmail.com
7	District Legal Services Authority ADR Centre, District Courts Complex, Jhajjar Helpline : 01251-252013, Email : dlsajjr2@gmail.com
8	District Legal Services Authority ADR Centre, District Courts Complex, Kurukshetra Helpline : 01744-220216, Email : dlsakrk@gmail.com
9	District Legal Services Authority ADR Centre, District Courts Complex, Karnal Helpline : 0184-2266138, Email : karnaldlsa21@gmail.com

10	District Legal Services Authority ADR Centre, District Courts Complex, Kaithal Helpline : 01746-235759, Email : dlsakaithal@gmail.com
11	District Legal Services Authority ADR Centre, District Courts Complex, Nuh Helpline : 01267-271072, Email : dlsamewat@gmail.com
12	District Legal Services Authority ADR Centre, District Courts Complex, Narnaul Helpline : 01282-250322, Email : nrldlsa@gmail.com
13	District Legal Services Authority ADR Centre, District Courts Complex, Palwal Helpline : 01275-297003, Email : palwaldlsa@gmail.com
14	District Legal Services Authority ADR Centre, District Courts Complex, Rohtak Helpline : 01262-257304, Email : dlsartk@gmail.com
15	District Legal Services Authority ADR Centre, District Courts Complex, Rewari Helpline : 01274-220062, Email : cjmdlsarwr@gmail.com
16	District Legal Services Authority ADR Centre, District Courts Complex, Sirsa Helpline : 01666-247002, Email : srsdlsa@gmail.com
17	District Legal Services Authority ADR Centre, District Courts Complex, Sonapat Helpline : 0130-2220057, Email : dlsaspt@gmail.com
18	District Legal Services Authority ADR Centre, District Courts Complex, Yamuna Nagar Helpline : 01732-220840, Email : dlsaynr@gmail.com

**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: _____