



**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, JHARGRAM**  
A.D.R Building, District Judges Court Complex, Jhargram, PIN-721507  
Telephone No-03221-255119 E-mail: jhargramdlsa@gmail.com

**Notification No.02/DLSA/JGM/2025**

**Date:16th December-2025**

**NOTICE INVITING APPLICATIONS FOR ENGAGEMENT AS FULL TIME  
LEGAL AID LAWYERS ON CONTRACTUAL BASIS IN LEGAL AID DEFENSE  
COUNSEL OFFICE UNDER THE DISTRICT LEGAL SERVICES AUTHORITY,  
JHARGRAM**

As per the direction of the State Legal Services Authority, West Bengal vide Letter No. 2913/SLSA-21/2022, Dated: 01.12.2025 applications are invited for engaging qualified Advocates/Panel Lawyers on contractual basis for the following categories in the Legal Aid Defense Counsel System. The applicants may apply for the respective categories in the prescribed format, along with copies of all the testimonials and certificates duly self attested by the applicant.

Name of the Post	Chief Legal Aid Defense Counsel	Nature of Work
No. of Posts	01	<ol style="list-style-type: none"><li>1. Conducting trials and appeals and bail matters in courts along with deputy chief &amp; assistant Legal Aid Defense Counsels,</li><li>2. Assigning duties to Deputy Legal Aid Defense Counsels in the office,</li><li>3. 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,</li><li>4. Ensure proper legal research, planning effective defence strategy and thorough</li></ol>
Honorarium(in Rs.)	Rs. 85,000/- per month	
Desired Qualification	<ol style="list-style-type: none"><li>1. Practice in Criminal Law for at least 10 years.</li><li>2. Excellent understanding of Criminal Law.</li><li>3. Excellent oral and written communication skills.</li><li>4. Skill in legal research, thorough understanding of ethical duties of Defense Counsel.</li></ol>	





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	<p>5. Ability to work effectively and efficiently with others.</p> <p>6. Must have handled at least 30 Criminal trials in Sessions Court.</p> <p>7. IT Knowledge with proficiency in work.</p>	<p>preparation in each and every legal aided case,</p> <p>5. Ensure maintenance of complete files of legal aid seekers,</p> <p>6. Ensure proper documentation with regard to legal aid assistance provided, ensure maintenance of up-to-date record of legal aided cases,</p> <p>7. Will be overall in charge of administration of the office of Legal Aid Defense Counsel Office.</p> <p>8. Ensure quality legal aid,</p> <p>9. Consultation and ensuring updation of the case progress to the client and his/her relative(s),</p> <p>10. Any work/duty assigned by the Legal Services Authority.</p>
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Name of the Post	Deputy Chief Legal Aid Defense Counsel	Nature of Work
No. of Posts	02	1. Conducting trials/ appeals/ Remand work / Bail applications/ visits to prisons etc., as assigned by Chief Legal Aid Defense Counsel.
Honorarium(in Rs.)	Rs. 60,000/- per month	





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Desired Qualification	<ol style="list-style-type: none"> <li>1. Practice in Criminal Law for at least 7 years.</li> <li>2. Excellent understanding of Criminal Law.</li> <li>3. Excellent oral and written communication skills.</li> <li>4. Skill in legal research, thorough understanding of ethical duties of Defense counsel.</li> <li>5. Ability to work effectively and efficiently with Others.</li> <li>6. Must have handled at least 20 Criminal trials in Sessions Court,</li> <li>7. IT Knowledge with proficiency in work.</li> </ol>	<ol style="list-style-type: none"> <li>2. Filing and arguing appeals and bail applications in Courts.</li> <li>3. Maintaining complete case files.</li> <li>4. 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>5. Proper client interviews at various stages for quality research work and representation at remand, trial and appellate stage.</li> <li>6. All or any of the work of the Chief defence Counsel as per assignment,</li> <li>7. Any work/duty assigned by the Legal Services Authority.</li> </ol>
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Name of the Post	Assistant Legal Aid Defense Counsel	Nature of Work
No. of Posts	04	<ol style="list-style-type: none"> <li>1. Filing of cases, conducting trials in Magistrate trial cases,</li> <li>2. Remand/bail and other miscellaneous work.</li> <li>3. Legal research in legal aided cases.</li> </ol>
Honorarium(in Rs.)	Rs. 35,000/- per month	
Desired Qualification	1. Practice in Criminal Law for at least 0-3 years.	





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2. Excellent oral and written communication skills.

3. Skill in legal research, thorough understanding of ethical duties of Defense counsel.

5. Ability to work effectively and efficiently with others.

6. IT Knowledge with proficiency in work.

4. Visits to Prison and Legal Aid Clinics as per directions,

5. Providing assistance at pre-arrest stage to suspects,

6. Assisting Chief Legal Aid Defense Counsel and Deputy Legal Aid. Defense Counsel(s) in conduct of legal aid cases,

7. 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.

8. Visiting location/area of alleged crime, having discussions with family members etc, for effective and meaningful input of defense strategy,

9. Handling queries of legal aid seekers,

10. Updating legal aid seekers about the progress of their cases,

11. Assisting in maintaining complete files of legal aided cases,





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		<p>12. Handling legal queries relating to criminal matters on telephone,</p> <p>13. Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel,</p> <p>14. Any work/duty assigned by the Legal Services Authority.</p>
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**Code of Ethics:**

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

- ❖ Personnel within the office of Legal Aid Defense Counsel shall not engage in any outside activity or act as an independent practitioner.
- ❖ No personnel shall act in any matter in which he/she has a direct or indirect personal or financial interest.
- ❖ 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.
- ❖ 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 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.





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- ❖ Legal Aid Defense Counsel shall devote his/her full time to his/her duties for the office of Legal Aid Defense Counsel and shall not engage in private practice of law during the term of employment.
- ❖ Every Personnel of the office of Legal Aid Defense Counsel shall strive to preserve the public's confidence in the office's fair and impartial execution of its duties and responsibilities.
- ❖ Legal Aid Defense Counsel shall also follow the code of ethics prescribed by Bar Council of India for lawyers.

### **TERMINATION OF SERVICES :-**

Services of any Human Resource/Staff including Legal Aid Defense Counsel engaged in the office of Legal Aid Defense Counsel can be terminated at any time, without any time, without any prior notice in the following cases:

- ❖ He/she substantially breaches any duty or service required in the office.
- ❖ Seeks or accepts any pecuniary gains from the legal aid seekers.
- ❖ Charged or Convicted for any offence.
- ❖ Indulges in any type of political activities.
- ❖ Found incapable of rendering professional services of the required standards.
- ❖ Failure to attend training programmes without any sufficient cause.
- ❖ Indulges in activities prejudicial to the working of Legal Aid Defense Counsel Office.
- ❖ Uses his/her position in the Legal Aid Defense Counsel office to secure unwarranted privileges or advantages for him/herself or others.
- ❖ Acts in breach of code of ethics.
- ❖ Remains absent without leave for more than two weeks.

### **Selection Procedure:-**

Legal Aid Counsel shall be engaged on contract basis, initially for a period of two years with a stipulation of extension on satisfactory performance if the Project continues. Engaging Advocates/Panel lawyers as Chief, Deputy & Assistant Legal Aid Defense Counsel will be based on Written Examination, Computer skills and Interview of applicants. The selection shall be carried out by selection committee under the Chairmanship of the Learned District & Sessions Judge (Chairman,





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DLSA) as envisaged in NALSA (Free and Competent Legal Services) Regulations 2010, subject to final approval by the Executive Chairman of the WBSLSA.

**Total Marks-50**

**Written screening Test-35**

Objective type question 15 Marks (1 mark for each question for 15 questions)

Essay type question-20 Marks (4 question of 5 marks each)

Time: 1(one) hour

Date of written screening Test 4th January, 2026

Venue of the written screening Test: Court premises

**Interview-15**

1. Oral Communication
2. Skill of Public dealings
3. Body language
4. Professional Ethics
5. Computer skills
6. Commitment to work

**Subject of which questions can be asked**

1. Cr. P. C & B.N.S.S.
2. IPC & B.N.S.
3. Evidence Act & B.S.A.
4. All Special Acts (Criminal)
5. Matrimonial Laws (Criminal Cases)
6. Criminal Rules and Orders.
7. Information and Technology Act

**HOW TO APPLY:-**

The standard form of application annexed with this notification shall be used for applying the above said post. Self attested education qualification certificates, experience certificate and three recently taken passport size photos(2 photographs to be self attested and another pasted on application form) must be annexed with the application.





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**SUBMISSION OF APPLICATION:-**

The duly filled in application in the prescribed format along with self-attested Copy of certificates and all other supportive documents should be submitted at a drop box at the office of DLSA, Jhargram on working days or by speed post to the address ***"To The Chairman, Selection Committee for LADCS, Jhargram, Office of the District Legal Services Authority, Jhargram, ADR Building, District Judge's Court Compound, Jhargram, PIN-721507"*** which must reach before **26.12.2025, (Upto 5.00 p.m.)** only.

Incomplete application will be rejected without assigning any reasons. No application will be entertained after the last date-fixed. All communications regarding the selection process will be published only on the Jhargram District Court website. A separate communication letter will not be sent to the applicants. For any other details candidates may refer to LADCS Modified Scheme 2022 published by National Legal Services Authority.

**IMPORTANT DATES:-**

Starting date of submission of Application- 17.12.2025  
Last date for submission of Application -26.12.2025  
Eligible Candidates List for written examination will be Published in website  
(<https://jhargram.dcourts.gov.in/>)

**GENERAL INSTRUCTIONS**

1. Admit Card will be issued to the eligible candidates on their e-mail i.d provided in the application form.
2. Only names of shortlisted candidates will be published on the court website for interview on the basis of marks obtained in the written examination.
3. The ***Venue and time of written examination and details of interview*** will be intimated in Jhargram District Court website. (<https://jhargram.dcourts.gov.in/>)
4. Candidates should appear for the interview with their original certificates.





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5. Candidates should attend the interview at their own expenses.
6. The posts are purely contract basis and the duration is only for 2 years which may be extended based on the performance with periodical breaks as per the guideline of NALSA Legal Aid Defense Counsel System. The selected candidates cannot claim for permanency of the job.
7. The selection criteria will be as per the guidelines of NALSA- Legal Aid Defense Counsel System under Modified Scheme, 2022.
8. The applicant will be responsible for the authenticity of information and other documents submitted by them.

**Chairman,**  
**Selection Committee for LADCS, Jhargram**

(District Judge & Chairman)

District Legal Services Authority, Jhargram.

**Chairman**  
**District Legal Services Authority**  
**Jhargram**

**Memo No: 1121 (7) /DLSA/JGM/2025 dated Jhargram, the 16<sup>th</sup> December- 2025.**

Copy forwarded for information and necessary action towards publication of this notice through notice board to

1. The Learned Member Secretary, State Legal Services Authority, Jhargram;
2. The District Magistrate, Jhargram;
3. The Superintendent of Police, Jhargram;
4. The District Informatics Officer, NIC, Jhargram. Please arrange to publish this notice on the website for wide circulation;
5. The System Officer, District Judges' Court, Jhargram. Please arrange to publish this notice on the website for wide circulation.
6. The President/Secretary, Pleaders Bar Association, District Judge's Court, Jhargram.
7. The President/Secretary, District Bar Association, District Judge's Court, Jhargram.

**Chairman,**  
**Selection Committee for LADCS, Jhargram**

(District Judge & Chairman,)

District Legal Services Authority, Jhargram.

**Chairman**  
**District Legal Services Authority**  
**Jhargram**





**APPLICATION FOR ENGAGEMENT AS FULL TIME LEGAL AID LAWYER IN  
LEGAL AID DEFENSE COUNSEL SYSTEM UNDER THE DISTRICT LEGAL  
SERVICES AUTHORITY, JHARGRAM.**

Name of State	Name of the District	Application No.
		(For Office Use)

To  
*The Chairman,  
Selection Committee for LADCS, Jhargram,  
Office of the District Legal Services Authority, Jhargram,  
ADR Building, District Judge's Court Compound, Jhargram,  
PIN-721507*



**APPLICATION FOR OFFICE ASS/DEPUTY/ASSISTANT LEGAL AID  
DEFENSE COUNSEL, JHARGRAM**

\*Note: All the columns noted with (\*) are mandatorily filled up.

- 1. Applicant's Name\*:
- 2. Father/Husband's Name\* :
- 3. Date of Birth\* :
- 4. Age\* (as on 01-01-2025) :
- 5. Gender\* :
- 6. Residential Address\* :
- 7. Office Address (if any):
- 8. Chamber Address (if any) :
- 9. Mobile No.\* :





10. E-mail ID\* :

11. PAN No.\* :

12. AADHAR No.\* :

13. Educational Qualification (Please enclose self-attested copies of documents)\*:

Course	Name of Board/ University	Year of Passing	Obtained Percentage (aggregate)
Graduation			
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. Whether any disciplinary case/Complaint is/was  
against the Applicant with any Bar Council\* : YES NO  
(If yes, specify details of both disposed & pending cases with document)

23. Whether you were/are involved in any Criminal Cases\* : YES NO  
(If yes, furnish full and complete details)

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 five 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 agreed 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: \_\_\_\_\_