



# DELHI STATE LEGAL SERVICES AUTHORITY

(Constituted Under the 'Legal Services Authorities Act, 1987', an Act of Parliament)

Under the Administrative Control of High Court of Delhi

Central Office, Patiala House Courts Complex, New Delhi - 110001

Ph. : 23384781, Fax : 23387267, Email : [dlsa-phc@nic.in](mailto:dlsa-phc@nic.in)



Ref.No. DSLSA/Estab. Wing/Empanelment /2015

Dated: 4<sup>th</sup> March, 2015

## NOTICE

Applications are invited in the prescribed format via personal emails from eligible candidates for empanelment as Legal Services Advocates for District Legal Services Authorities for providing Legal Services in the Courts of Ld. District & Sessions Judges, Family Courts, Addl. District Judges, Ld. ASJ, Civil Courts, Courts of Metropolitan Magistrates. Applications are also invited for empanelment as LSAs for Revenue Courts i.e. Courts of ADMs, SDMs & Financial Commissioner with DSLAs.

Applications are also invited for empanelment with Central Office of DSLSA for Company Law Board, Cantonment Board & Income Tax Appellate Tribunal.

**Please read the following instructions carefully before mailing the application:-**

- Format of Application with details of terms & conditions is available on the website of DSLSA i.e. [www.dlsa.nic.in](http://www.dlsa.nic.in) and Delhi District Court website i.e. [www.delhicourts.nic.in](http://www.delhicourts.nic.in)
- Soft copy of application in word format complete in all respect in the prescribed format alongwith the scanned copies of documents as mentioned at S. No. 15 in the format of application, be sent to the concerned Legal Services Authority on the following e-mails:- **(Hard copy applications shall not be entertained).**

S.No.	District	E-mail ID
1.	Central DLSA	<a href="mailto:central-dlsa@nic.in">central-dlsa@nic.in</a>
2.	West DLSA	<a href="mailto:west-dlsa@nic.in">west-dlsa@nic.in</a>
3.	East DLSA	<a href="mailto:east-dlsa@nic.in">east-dlsa@nic.in</a>
4.	North East DLSA	<a href="mailto:northeast-dlsa@nic.in">northeast-dlsa@nic.in</a>
5.	Shahdara DLSA	<a href="mailto:shahdara-dlsa@nic.in">shahdara-dlsa@nic.in</a>
6.	North DLSA	<a href="mailto:north-dlsa@nic.in">north-dlsa@nic.in</a>
7.	North West DLSA	<a href="mailto:northwest-dlsa@nic.in">northwest-dlsa@nic.in</a>
8.	South DLSA	<a href="mailto:south-dlsa@nic.in">south-dlsa@nic.in</a>
9.	South East DLSA	<a href="mailto:southeast-dlsa@nic.in">southeast-dlsa@nic.in</a>

10.	New Delhi DLSA	<a href="mailto:nddistrict.dlsa@gmail.com">nddistrict.dlsa@gmail.com</a> , <a href="mailto:mc-newdelhidlsa@nic.in">mc-newdelhidlsa@nic.in</a>
11.	South West DLSA	<a href="mailto:southwest-dlsa@nic.in">southwest-dlsa@nic.in</a>
12.	Central Office DSLSA	<a href="mailto:legallaidwing-dlsa@nic.in">legallaidwing-dlsa@nic.in</a>

- The candidates shall affix their soft coloured photograph on the application format which should not exceed **75 kb.jpg format**.
- A candidate shall submit only one application. The panel of Advocates shall be prepared District wise and the candidate can select only one Court Complex, clearly specifying the district preferred or for empanelment for Central Office, Delhi State Legal Services Authority.
- The application of the candidate applying in more than one District may not be considered in either of the Districts.
- Only those candidates who fulfil the eligibility criteria may apply for empanelment.
- Please mention your contact number and email address.
- The Advocates who are already empanelled up to 16.07.2015 may also apply.
- The candidate must fill all required particulars in the application form and no column should be left blank else the application would be rejected.
- The applications shall be invited w.e.f. 5<sup>th</sup> March, 2015 till the midnight of 20<sup>th</sup> March, 2015.

#### A. Eligibility Criteria -

The candidate who possesses the following eligibility and experience can only apply for empanelment with Delhi State Legal Services Authority:-

1. Empanelment for Family Courts: Applicant must have an experience of conducting matrimonial cases in such courts for not less than **five years** as on 05.03.2015.
2. Empanelment for Civil Courts (DJ & ADJs) : Applicant must have an experience of conducting civil cases in such courts for not less than **five years** as on 05.03.2015.
3. Empanelment for Civil Courts(Civil Judge, ARC, ACJ, SCJ, Guardianship Courts, etc.): Applicant must have an experience of conducting civil cases in such courts for not less than **two years** as on 05.03.2015.
4. Empanelment for Sessions Courts (ASJ) : Applicant must have an experience of conducting criminal cases in such courts for not less than **five years** as on 05.03.2015.

5. Empanelment for Magisterial Courts (CMM, ACMM, MM Courts etc.): Applicant must have an experience of conducting criminal cases in such courts for not less than **two years** as on 05.03.2015.
6. Empanelment for Revenue Courts of ADM & SDM: Applicant must have an experience of conducting cases before Revenue Courts of ADM & SDM for not less than **two years** as on 05.03.2015.
7. Empanelment for Revenue Courts of Financial Commissioner (FC): Applicant must have an experience of conducting cases before Revenue Courts of Financial Commissioner for not less than **five years** as on 05.03.2015.
8. Empanelment for Cantonment Board (CB): Applicant must have an experience of conducting cases before Cantonment Board for not less than **two years** as on 05.03.2015.
9. Empanelment for Company Law Board (CLB): Applicant must have an experience of conducting cases before Company Law Board for not less than **five years** as on 05.03.2015.
10. Empanelment for Income Tax Appellate Tribunal (ITAT): Applicant must have an experience of conducting ITAT cases for not less than **five years** as on 05.03.2015.

## **B. SELECTION PROCEDURE -**

1. No candidate shall be called for interview unless he/she satisfies the eligibility conditions.
2. Merely fulfilling the eligibility criteria will not confer any right on a candidate to be called for interview or selection.
3. Depending upon the applications received and the requirement of DLSA, the Authority reserves the right to short list the candidates to be called for the Interview.
4. No individual intimation will be sent to any candidate for appearing in the interview. A list of short listed candidates with the date, time and venue of Interview will be displayed on the website **www.dlsa.nic.in** & Delhi District Court website **www.delhicourts.nic.in**
5. The candidate shall bring original documents at the time of interview.
6. Interview Board shall assess the candidates on criterias like personality/eligibility, legal knowledge/legal aptitude, commitment/spirit to work in the field of legal aid, regularity/availability in the District Courts applied.
7. The empanelment result will be displayed on our website **www.dlsa.nic.in** and on District Court website [www.delhicourts.nic.in](http://www.delhicourts.nic.in)

### **C. TERMS AND CONDITIONS FOR EMPANELMENT -**

1. The new panel shall be for a period of THREE YEARS commencing from the date of appointment, subject to review of performance/work done by each lawyer appointed.
2. Panel Advocates will be paid fees as per approved Schedule of Fees of DSLSA.
3. It will be mandatory for panel Advocates to attend the training programmes and refresher courses organized by Delhi State Legal Services Authority and District Legal Services Authorities from time to time including the orientation programme to enable empanelled LSAs to handle legal aid work, as well as training to upgrade skills in various aspects of trial practice, such as the art of cross examination. Absence from such training programmes and courses, without prior permission would be a ground for depanelment.
4. In order to ensure that there is effective check on the legal services being rendered, the lawyers on the panel must submit case wise progress every three months. Non submission of the same would entail depanelment from the panel.
5. The Authority reserves the right to avail the services of empanelled advocates to perform duties in Legal Services Clinics, Gender Resource Centres, Observation Homes etc. and for any other activities/awareness programmes including presence in the functions to be organised by the Authority.
6. Remand lawyers, front office lawyers and lawyers visiting the Jail will be rotated periodically.
7. Removal from Panel: If performance of the panel Advocate is found unsatisfactory or the Advocate is found to be guilty of charging or collecting or demanding any remuneration from an aided person in any form or he/she contravenes the Scheme of the Act, Rules and the Regulations he/she can be removed from the panel and shall also be liable for action for professional misconduct as per Regulation 7 of the Delhi State Legal Services Authority Regulations, 2002.
8. The Authority reserves its rights to enlarge the scope of the duty of the Legal Services Advocates in order to achieve the aim and object of The Legal Services Authorities Act, 1987 and its Rules, Regulations and other schemes formed thereunder.

(Dharmesh Sharma)  
Member Secretary

**Copy Forwarded to :-**

1. Ld. Chairperson, Central District Legal Services Authority, Tis Hazari Courts, Delhi.
2. Ld. Chairperson, South West District Legal Services Authority, Dwarka Courts, New Delhi.
3. Ld. Chairperson, North District Legal Services Authority, Rohini Courts, New Delhi.
4. Ld. Chairperson, South District Legal Services Authority, Saket Courts, New Delhi.
5. Ld. Chairperson, West District Legal Services Authority, Tis Hazari Courts, Delhi.
6. Ld. Chairperson, North East District Legal Services Authority, Karkardooma Courts, Delhi.
7. Ld. Chairperson, New Delhi District Legal Services Authority, Patiala House Courts, New Delhi.
8. Ld. Chairperson, East District Legal Services Authority, Karkardooma Courts, Delhi.
9. Ld. Chairperson, North West District Legal Services Authority, Rohini Courts, New Delhi.
10. Ld. Chairperson, Shahadara District Legal Services Authority, Karkardooma Courts, Delhi.
11. Ld. Chairperson, South-East District Legal Services Authority, Saket Courts, New Delhi.
12. Ld. Officer on Special Duty, DSLSA.
13. Ld. Project Officer, DSLSA.
14. Ld. Secretary, Central District Legal Services Authority, Tis Hazari Courts, Delhi.
15. Ld. Secretary, South West District Legal Services Authority, Delhi.
16. Ld. Secretary, North District Legal Services Authority, Rohini Courts, Delhi.
17. Ld. Secretary, South District Legal Services Authority Saket Courts, New Delhi.
18. Ld. Secretary, West District Legal Services Authority, Tis Hazari Courts, Delhi.
19. Ld. Secretary, North East District Legal Services Authority, Karkardooma Courts, Delhi.

20. Ld. Secretary, New Delhi District Legal Services Authority, Patiala House Courts, New Delhi.
21. Ld. Secretary, East District Legal Services Authority, Karkardooma Courts, Delhi.
22. Ld. Secretary, North West District Legal Services Authority, Rohini Courts, Delhi.
23. Ld. Financial Commissioner, Govt. of NCT of Delhi, B-Block, 5 Sham Nath Marg, Delhi-110054.
24. Ld. Secretary, Company Law Board, Paryavaran Board, B-Block, 3<sup>rd</sup> Floor, C.G.O. Complex, Lodhi Road, New Delhi-110003.
25. Ld. Registrar, Income Tax Appellate Tribunal, 10<sup>th</sup> & 11<sup>th</sup> Floor, Loknaya Bhawan, Khan Market, Delhi-110003.
26. Ld. Chief Executive Officer, Office of Cantonment Board, Sadar Bazar, Delhi-110010
27. Incharge, E Committee, Delhi District Courts, Delhi with the request to upload this notice on the website of Delhi District Courts.
28. President, Bar Council of India, 21 Rouse Avenue Institutional Area, Near Bal Bhawan, New Delhi
29. President, Supreme Court Bar Association, Supreme Court of India, New Delhi.
30. President, Delhi High Court Bar Association, High Court of Delhi, New Delhi.
31. President, Delhi Bar Association, Tis Hazari Courts Complex, Delhi.
32. President, New Delhi Bar Association, Patiala House Courts Complex, Delhi.
33. President, Shahdara Bar Association, Karkardooma Courts Complex, Delhi.
34. President, Rohini Court Bar Association, Rohini Courts Complex, New Delhi.
35. President, Dwarka Courts Bar Association, Dwarka Courts Complex, New Delhi.
36. President, Saket Courts Bar Association, Saket Courts Complex, New Delhi.
37. Bar members of ITAT 10<sup>th</sup> & 11<sup>th</sup> Floor, Loknaya Bhawan, Khan market, New Delhi- 110003.
38. Bar members of CLB, Paryavaran Bhawan, B-Block, 3<sup>rd</sup> Floor, C.G.O Complex, new Delhi
39. Superintendent, Legal Aid Wing, DSLSA.
40. PS to Ld. Member Secretary, DSLSA.
41. Office Order File.

(Dharmesh Sharma)  
Member Secretary