

**OFFICE OF THE**  
**MANIPUR STATE LEGAL SERVICES AUTHORITY**  
(ADR building, Lamphel Court Complex, Lamphelpat, Imphal - 795004)


**ADVERTISEMENT**

Imphal, the 9<sup>th</sup> July, 2024

No. 6/72/2023-MASLSA/726      Applications in the prescribed format are invited from intending candidates for contractual engagement to the following posts for implementation of “**Legal Aid Defense Counsel Scheme, 2022**” under National Legal Services Authority (NALSA):

Sl. No.	Name of post	Total no. of post	Consolidated Honorarium
1.	Deputy Chief Legal Aid Defense Counsel	02	Rs. 55,000/- p.m.
2.	Assistant Legal Aid Defense Counsel	04	Rs. 30,000/- p.m.

Details of the post along with application form and general information can be obtained from the office of MASLSA or can be downloaded from the official website of High Court of Manipur at [www.hcmimphal.nic.in](http://www.hcmimphal.nic.in) & Manipur State Legal Services Authority at [maslsa.nic.in](http://maslsa.nic.in).

  
(Alek Muivah) 09/07/24

Member Secretary,  
Manipur State Legal Services Authority

Copy to:-

1. P.S. to Hon'ble Executive Chairman, MASLSA ... for kind information of His Lordship.
2. The Chairperson/ Secretary, All the District Legal Services Authorities.
3. The President, High Court Bar Association of Manipur.
4. The President, All Manipur Bar Association.
5. The CPC, High Court of Manipur..... He is requested to upload the same in the official website of the High Court of Manipur.
6. Notice Board.



**I. Details for the Post of Deputy Chief Legal Aid Defense Counsel :->**

1.	Name of the Post	Deputy Chief Legal Aid Defense Counsel
2.	No. of Post	2 (two)
3.	District	Imphal East & Imphal West
4.	Honorarium	Rs 55,000/- per month
5.	Qualification and Experience	<p>A Degree in Law</p> <p>AND</p> <ul style="list-style-type: none"><li>• Practice in Criminal law for at least 7 years.</li><li>• Excellent understanding of criminal law.</li><li>• Excellent oral and written communication skills.</li><li>• Skill in legal research.</li><li>• Thorough understanding of ethical duties of defense counsel.</li><li>• Ability to work effectively and efficiently with others</li><li>• IT Knowledge with proficiency in work.</li><li>• Knowledge of Manipuri Language.</li></ul>
6.	Mode of Recruitment	Selection will be done on the basis of Written and Personal Interview
7.	Tenure	Initially for a period of one year with a stipulation of extension on yearly basis subject to satisfactory performance.
8.	Age	Minimum age 30 Years as on date of advertisement.
9.	Job Profile	<ul style="list-style-type: none"><li>• Conducting trials/ appeals/ Remand work /Bail applications/visits to prisons etc., as assigned by Chief Legal Aid Defense Counsel.</li><li>• Filing and arguing appeals and bail applications in Courts.</li><li>• Maintaining complete case files.</li><li>• 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>• Proper client interviews at various stages for quality research work and representation at remand, trial and appellate stage.</li><li>• All or any of the work of the Chief Defence Counsel as per assignment.</li><li>• Any work/duty assigned by Legal Services Authority.</li></ul>



10.	Scheme of Examination	<ul style="list-style-type: none"> <li>• <b>Written Examination on Law Paper – (60 marks)</b> : Multiple Choice question, drafting etc.</li> <li>• <b>Viva-Voce/Interview – (40 marks)</b></li> <li>• Only those candidates who qualify in the written examination in the ratio of 1:5 will be called for Viva Voce/Interview.</li> <li>• Total marks obtained in written examination and viva voce/interview shall be counted for preparation of final merit list.</li> </ul>
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## II. Details for the Post of Assistant Legal Aid Defense Counsel :->

1.	Name of the Post	Assistant Legal Aid Defense Counsel
2.	No. of Post	4 (Four)
3.	District	Imphal East, Imphal West, Thoubal & Bishnupur
4.	Honorarium	Rs 30,000/- per month
5.	Qualification and Experience	<p>A Degree in Law</p> <p>AND</p> <ul style="list-style-type: none"> <li>• Practice in Criminal law for at least 0 to 3 years.</li> <li>• Excellent oral and written communication skills.</li> <li>• Thorough understanding of ethical duties of defense counsel.</li> <li>• Ability to work effectively and efficiently with others.</li> <li>• Excellent writing and research skills.</li> <li>• IT Knowledge with high proficiency in work.</li> <li>• Knowledge of Manipuri Language</li> </ul>
6.	Mode of Recruitment	Selection will be done on the basis of Written and Personal Interview
7.	Tenure	Initially for a period of one year with a stipulation of extension on yearly basis subject to satisfactory performance.
8.	Age	Minimum age 25 years as on date of advertisement.
9.	Job Profile	<ul style="list-style-type: none"> <li>• Filing of cases, conducting trials in Magistrate trial cases.</li> <li>• Remand/bail and other miscellaneous work.</li> <li>• Legal research in legal aided cases.</li> </ul>



		<ul style="list-style-type: none"> <li>• Visits to Prison and Legal aid Clinics as per directions.</li> <li>• Providing assistance at pre-arrest stage to suspects.</li> <li>• Assisting Chief Legal Aid Defense Counsel and Deputy Legal Aid Defense Counsel(s) in conduct of legal aid cases.</li> <li>• 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.</li> <li>• Visiting location/area of alleged crime, having discussions with family members etc, for effective and meaningful input of defense strategy.</li> <li>• Handling queries of legal aid seekers.</li> <li>• Updating legal aid seekers about the progress of their cases.</li> <li>• Assisting in maintaining complete files of legal aided cases.</li> <li>• Handling legal queries relating to criminal matters on telephone.</li> <li>• Any other work related to legal aid assigned by Chief Legal Aid Defense Counsel.</li> <li>• Any work/duty assigned by Legal Services Authority.</li> </ul>
10.	Scheme of Examination	<ul style="list-style-type: none"> <li>• <b>Written Examination on Law Paper – (60 marks):</b> Multiple Choice question, drafting etc.</li> <li>• <b>Viva-Voce/Interview – (40 marks)</b></li> <li>• Only those candidates who qualify in the written examination in the ratio of 1:5 will be called for Viva Voce/Interview.</li> <li>• Total marks obtained in written examination and viva voce/interview shall be counted for preparation of final merit list.</li> </ul>



### **GENERAL INFORMATION**

1. The candidates shall submit their application in the prescribed form enclosed as **Annexure – I** along with all the requisite enclosures and examination fee (in cash) to the office of Manipur State Legal Services Authority, ADR Centre, Lamphel Courts Complex, Imphal from **15<sup>th</sup> July 2024** onwards during office hours till 4.00 PM of **31<sup>st</sup> July, 2024**.
2. Examination fee for each post of Deputy Chief Legal Aid Defense Counsel, Assistant Legal Aid Defense Counsel shall be **Rs. 1,000/- (Rupees one thousand)** only.
3. All the candidates must ensure that application form is properly filled up and all the necessary documents are enclosed/ attached at the time of submission of application. Incomplete/incorrect applications will be rejected.
4. The remuneration is on consolidated basis and is inclusive of all allowance.
5. Any further changes/subsequent notifications/exam schedules etc. will be uploaded in the website of High Court of Manipur ([www.hcmimphal.nic.in](http://www.hcmimphal.nic.in)) and Manipur State Legal Services Authority ([www.maslsa.nic.in](http://www.maslsa.nic.in))

\* Hon'ble Executive Chairman, Manipur State Legal Services Authority reserves the right to appoint or reject any applicant/candidature.

\*\* Applying for engagement does not create any right/ assurance whatsoever.



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 31-07-2024) :
- 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 empaneled as Central/State Government or \_\_\_\_\_ :  
Government undertaking counsel/pleader  
(Indicate period& attach documents)
21. The Courts where the Applicant is regularly practicing \_\_\_\_\_ :  
(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).

(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: \_\_\_\_\_

**GOVERNMENT OF MANIPUR  
MANIPUR STATE LEGAL SERVICES AUTHORITY**

**ADMIT CARD**

**ROLL NO.....**

(To be filled in by officials)

*Affix here your  
recent passport  
size photograph*

1. Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Address : \_\_\_\_\_
4. Signature of Candidate : \_\_\_\_\_

**Date of Examination (To be filled in by the officials) :** \_\_\_\_\_

**Examination centre (To be filled in by the officials) :** \_\_\_\_\_

**Controller of Examination**

\_\_\_\_\_

**GOVERNMENT OF MANIPUR  
MANIPUR STATE LEGAL SERVICES AUTHORITY**

**ADMIT CARD**

**ROLL NO.....**

(To be filled in by officials)

*Affix here your  
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4. Signature of Candidate : \_\_\_\_\_

**Date of Examination (To be filled in by the officials) :** \_\_\_\_\_

**Examination centre (To be filled in by the officials) :** \_\_\_\_\_

**Controller of Examination**