



**NAGALAND STATE LEGAL SERVICES AUTHORITY**  
**D.C office Compound, KDPA Building , Top Floor,**  
**Kohima – 797001**

Hon'ble Mr. Justice Vijay Bishnoi  
Chief Justice , Gauhati High Court,  
Patron-in Chief, NSLSA.

Hon'ble Mr. Justice Manash Ranjan Pathak,  
Judge, Gauhati High Court,  
Executive Chairman, NSLSA.

Mr. Victo Sema, NJS,  
Member Secretary,  
Nagaland State Legal Services Authority

**ADVERTISEMENT**

**No. NSLSA/LADCS/2023/10** : Applications are invited for contractual engagement to the following post for implementation of "Legal Aid Defense Counsel System" for Mokokchung, Wokha and Zunheboto district under the LADC scheme, 2022 of National Legal Services Authority

<b>Sl.No</b>	<b>Name of Post</b> (one post for each district of Mokokchung, Wokha and Zunheboto )	<b>Total no. of post</b> (one post for each district of Mokokchung, Wokha and Zunheboto )	<b>Consolidated Honorarium</b>
1.	Chief Legal Aid Defense Counsel	03	Rs. 75,000/- p.m.
2.	Deputy Chief Legal Aid Defense Counsel	03	Rs. 55,000/- p.m.
3.	Assistant Legal Aid Defense Counsel	03	Rs. 30,000/- p.m.
4.	Office Assistant	03	Rs. 20,000/- p.m.
5.	Receptionist-cum-Data Entry Operator	03	Rs. 17,000/- p.m.
6.	Peon	03	Rs. 12,000/- p.m.



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**I. Details for the Post of Chief Legal Aid Defense Counsel**

1.	Name of the Post	Chief Legal Aid Defense Counsel
2.	No. of Post	3 (Three)
3.	Honorarium	Rs. 75,000/- p.m.
4.	Qualification and Experience	A Degree in Law & in addition to meeting the following criteria: <ul style="list-style-type: none"><li>• Practice in Criminal Law for at least 10 years</li><li>• Excellent oral and written communication skills</li><li>• Excellent understanding of criminal law</li><li>• Thorough understanding of ethical duties of a defense counsel</li><li>• Ability to work effectively and efficiently with others with capability to lead</li><li>• Must have handled at least 30 criminal trials in Sessions Courts.</li><li>• Knowledge of computer system is preferable.</li></ul>
5.	Mode of Recruitment	Selection will be done on the basis of Personal Interview
6.	Tenure	Initially for a period of one year with a stipulation of extension on yearly basis subject to satisfactory performance and continuation of the LADC Scheme.
7.	Age	Minimum age of 35 years as on the date of advertisement.
8.	Job Profile	<ul style="list-style-type: none"><li>• Conducting trials and appeals and bail matters in courts along with Deputy Chief and Assistant Legal Aid Defense Counsels</li><li>• Assigning duties to Deputy Legal Aid Defense Counsels</li><li>• Assigning duties to Deputy Chief Aid Defense Counsels for assisting Assistant legal Aid Defense Counsel and other works including legal research.</li><li>• Ensure proper legal research, planning e ffective defence strategy and thorough preparation in each and every legal aided case</li><li>• Ensure proper documentation with regard to legal aid assistance provided, ensure maintenance of up-to-date record of legal aided cases,</li><li>• Will be overall in charge of administration of the office of Legal Aid Defense Counsel Office</li></ul>



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		<ul style="list-style-type: none"><li>• Ensure quality legal aid</li><li>• Consultation and ensuring updation of the case progress to the client and his/her relative(s)</li><li>• Any work/duty assigned by Legal Services Authority</li></ul>
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**II. 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	3 (Three)
3.	Honorarium	Rs. 55,000/- p.m.
4.	Qualification and Experience	A Degree in Law & in addition to meeting the following criteria: <ul style="list-style-type: none"><li>• Practice in Criminal Law for at least 7 years</li><li>• Excellent oral and written communication skills</li><li>• Excellent understanding of criminal law</li><li>• Skill in legal research</li><li>• Thorough understanding of ethical duties of a Defense Counsel</li><li>• Ability to work effectively and efficiently with others</li><li>• Must have handled at least 20 criminal trials in Sessions Courts</li><li>• IT Knowledge with high proficiency in work</li></ul>
5.	Mode of Recruitment	Selection will be done on the basis of Personal Interview
6.	Tenure	Initially for a period of one years with a stipulation of extension on yearly basis subject to satisfactory performance and on continuation of the LADC Scheme.
7.	Age	Minimum age of 30 years as on the date of advertisement.
8.	Job Profile	<ul style="list-style-type: none"><li>• Conducting trials/appeals/Remand work/Bail applications/visit 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</li></ul>



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		research work and representation at remand, trial and appellate stage <ul style="list-style-type: none"><li>• All or any of the work of the Chief Defense Counsel as per assignment</li><li>• Any work/duty assigned by Legal Services Authority</li></ul>
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**III. Details for the Post of Assistant Legal Aid Defense Counsel**

1.	Name of the Post	Assistant Legal Aid Defense Counsel
2.	No. of Post	3 (Three)
3.	Honorarium	Rs. 30,000/- p.m.
4.	Qualification and Experience	A Degree in Law & in addition to meeting the following criteria: <ul style="list-style-type: none"><li>• Practice in criminal law from 0 to 3 years</li><li>• Good 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></ul>
5.	Mode of Recruitment	Selection will be done on the basis of Personal Interview
6.	Tenure	Initially for a period of one years with a stipulation of extension on yearly basis subject to satisfactory performance and on continuation of the LADC Scheme.
7.	Age	Minimum age of 25 years as on the date of advertisement.
8.	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><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 in conduct of legal aided cases</li><li>• Assisting in developing a defence strategy after</li></ul>



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		<p>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</p> <ul style="list-style-type: none"><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>
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**IV. Details for the Post of office Assistant**

1.	Name of the Post	Office Assistant
2.	No. of Post	3 (Three)
3.	Honorarium	Rs. 20,000/- p.m.
4.	Qualification and Experience	<p>Graduate in any discipline &amp; in addition with possessing the following traits:</p> <ul style="list-style-type: none"><li>• Basic word processing skills and ability to operate computer and skills to feed data</li><li>• Good typing speed with proper setting of petition</li><li>• Ability to take dictation and prepare files for presentation in the Courts</li><li>• File maintenance and processing knowledge</li></ul>
5.	Mode of Recruitment	Selection will be done on the basis of Personal Interview
6.	Tenure	Initially for a period of one years with a stipulation of extension on yearly basis subject to satisfactory performance and on continuation of the LADC Scheme.
7.	Age	Minimum age of 25 years as on the date of advertisement.



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8.	Job Profile	<ul style="list-style-type: none"><li>• Keeping updated record of legal aided cases</li><li>• Uploading the updated record/progress of the legal aided cases on NALSA portal and digital platforms as per directions</li><li>• Maintaining complete files of legal aided cases and keeping files with proper index in a systematic manner</li><li>• Typing applications, petitions, appeals etc.</li><li>• Doing ministerial work related to cases such as filing applications for copies of order, judgement etc.</li><li>• Any other task assigned by the Chief Legal Aid Defense Counsel</li><li>• Any work/duty assigned by Legal Services Authority</li><li>• All duties assigned to Receptionist cum data entry operator</li></ul>
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**V. Details for the Post of Receptionist-cum-Data Entry Operator**

1.	Name of the Post	Receptionist-cum-Data Entry Operator
2.	No. of Post	3 (Three)
3.	Honorarium	Rs. 17,000/- p.m.
4.	Qualification and Experience	Graduate in any discipline & in addition with possessing the following traits: <ul style="list-style-type: none"><li>• Excellent verbal and written communication skills</li><li>• Word and data processing abilities</li><li>• The ability to work telecommunication systems</li><li>• Proficiency with good typing speed</li></ul>
5.	Mode of Recruitment	Selection will be done on the basis of Personal Interview
6.	Tenure	Initially for a period of one years with a stipulation of extension on yearly basis subject to satisfactory performance and on continuation of the scheme.
7.	Age	Minimum age 25 years as on date of advertisement
8.	Job Profile	<ul style="list-style-type: none"><li>• Greeting clients and visitors and answering visitors inquiries</li><li>• Answering and routing incoming calls on a multi-</li></ul>



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		<p>line telephone system</p> <ul style="list-style-type: none"><li>• Scheduling and routing legal aid seekers</li><li>• Maintaining the waiting area, lobby or other office areas</li><li>• Scanning, photocopying, faxing</li><li>• Collecting and routing mail and hand-delivered packages</li><li>• Answering face-to-face enquiries and providing information when required</li><li>• Uploading, at the initial point, legal aided cases on NALSA portal and other platforms and updating the information from time to time</li><li>• Any work/duty assigned by Legal Services authority</li></ul>
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**VI. Details for the Post of Peon**

1.	Name of the Post	Peon
2.	No. of Post	3 (Three)
3.	Honorarium	Rs. 12,000/- p.m.
4.	Qualification and Experience	Matriculate
5.	Mode of Recruitment	Selection will be done on the basis of personal interview
6.	Tenure	Initially for a period of one years with a stipulation of extension on yearly basis subject to satisfactory performance and on continuation of the LADC scheme.
7.	Job Profile	<ul style="list-style-type: none"><li>• General work of MTS, Munshi or Peon</li><li>• Cleaning the office before the commencement of office hours</li><li>• Ensuring that all places in the office are kept clean</li><li>• Bringing and serving water, beverages to the visitors in the office</li><li>• Carrying dak, misc. work etc</li><li>• Any other work assigned by the Legal Services Authority.</li></ul>



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**GENERAL INFORMATION**

1. The interested candidates can apply through the prescribed Application Form which can be downloaded from the website: [nlsa.nagaland@gov.in](mailto:nlsa.nagaland@gov.in). from 27.05.2024; 1:00 PM onwards. The filled Application along with necessary documents should be submitted to their respective District Legal Services Authority office located within the District Court complex. The application can be submitted by hand or sent through speed post/registered post. The application along with all required documents should positively reach the respective District Legal Services Authority office **on or before 07<sup>th</sup> June, 2024**. No application shall be accepted after the last date.

Note: Interested candidates cannot apply in more than one District. Also, for the post of Office Assistant, Receptionist-cum-DEO and Peon, candidate who is a local resident of the respective Districts will be given preference during selection process.

2. Candidates applying for the post of Chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Defense Counsel and Assistant Legal Aid Defense Counsel shall use the application form enclosed as **Annexure-I**
3. Candidates applying for the post of Office Assistant, Receptionist-cum-Data Entry Operator and Peon shall use the application form enclosed as **Annexure-II**
4. All the candidates must ensure that application forms are properly filled up and all the necessary documents are enclosed/attached at the time of submission of application. Incomplete/incorrect applications will be rejected.
5. Applicants serving in government/organization/private sector/undertaking/autonomous bodies must send their applications supported with 'No Object Certificate' and recommendation of the employer.
6. Selected candidates once engaged as chief Legal Aid Defense Counsel, Deputy Chief Legal Aid Counsel and Assistant Legal Aid Defense Counsel, shall not be allowed to take up any private cases/matter or any other retainership thereon as per the LADC Scheme
7. No TA/DA and accommodation will be provided for appearing the interview.
8. Candidates found canvassing in any form will be disqualified.
9. Any corrigendum/correction/updates/notices pertaining to the selection process shall be posted in the local dallies and on the Official website [nlsa.nagaland@gov.in](mailto:nlsa.nagaland@gov.in).
10. Date and time of the interview along with list of eligible candidate for appearing the interview will be notified in the local dallies and official website of NSLSA after the closing date of Application.

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