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## DELHI HIGH COURT LEGAL SERVICES COMMITTEE

33-38, Lawyers' Chamber, Block-I, Delhi High Court, New Delhi-110503

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7<sup>th</sup> June, 2024

### NOTICE

Delhi High Court Legal Services Committee is a statutory body constituted by the State Legal Services Authority U/s. 8A of the Legal Services Authority Act, 1987. The Committee provides free legal services to the eligible persons. The Committee also conducts mediation programme for pre-litigation cases at the Crime Against Women Cell, Nanakpura (Moti Bagh), Rani Bagh and Patparganj in association with the Special Police Unit for Women and Children (Delhi Police).

The Committee hereby invites Online Applications for empanelment of Advocates and Mediators for the period 01.01.2025 to 31.12.2027.

The details of the various Panels and number of vacancies available are as below :

S.No.	Panel	No. of Vacancy	Nature of work
1	Criminal Panel-I	20	Empanelled advocates will be required to represent legal aid beneficiaries of DHCLSC in Criminal Petitions before the Division Bench and in Criminal Appeals wherein a person has been convicted and sentenced to more than 10 years of imprisonment/ life imprisonment/ death.
2	Criminal Panel-II	35	Empanelled advocates will be required to represent legal aid beneficiaries of DHCLSC in Criminal Petitions before the Single Bench and in Criminal Appeals wherein person has been convicted and sentenced upto 10 years of imprisonment.
3	Matrimonial Panel	15	Empanelled advocates will be required to represent legal aid beneficiaries of DHCLSC in Matrimonial cases, both Criminal and Civil.

4	Labour Panel	15	Empanelled advocates will be required to represent legal aid beneficiaries of DHCLSC in Labour cases
5	Civil Panel	25	Empanelled advocates will be required to represent legal aid beneficiaries of DHCLSC in Property cases/ Rent/ MACT/ Civil Writ Petitions / Service and other misc. cases.
6	Jail Visiting Panel	45	Empanelled advocates will be required to visit Jail and interact with the inmates and draft jail petitions including appeals.
7	Mediator Panel	20	Empanelled advocates will be required to visit CAW Cells for conducting mediation in pre-litigation cases.

**Note :** There shall be a total of seven slots reserved for Advocates belonging to the PwD (Persons with Disabilities) category i.e. one slot in each panel. In case the slot remains vacant, the same shall be filled by the Advocates not belonging to the above category.

**A. HOW TO APPLY**

1. The Advocates are advised to read the instructions contained in the advertisement carefully to ensure that they are eligible for empanelment in Delhi High Court Legal Services Committee in terms of qualification, and other specified terms and conditions.
2. The detailed instructions and terms and conditions of empanelment can be accessed from our website ([www.dhclsc.org](http://www.dhclsc.org)). Applications shall be filled online only w.e.f. 20.06.2024 till 11.07.2024 (5:00 P.M.).
3. The Advocate shall submit only one application and he/ she will be considered for empanelment to one panel only. All applications of the Advocate applying for more than one Panel will be rejected.
4. The Advocate must apply on the format prescribed by the Delhi High Court Legal Services Committee only. No other format will be entertained.
5. Incomplete applications would be rejected.
6. DHCLSC reserves the right to shortlist Advocates to be called for interview.

7. Please mention all your details correctly, no request for subsequent modification/ alteration shall be entertained.
8. Online applications shall be accepted from 20.06.2024 till 11.07.2024 (5:00 P.M.) After submitting online application form, it is mandatory to submit the print out of the said application form along with attached documents to the office of DHCLSC on or before 18.07.2024 till 5:00 P.M. No applications whether online/ hardcopy shall be entertained for whatsoever reason after lapse of the above mentioned dates.
9. After successful submission of Application Form, an Application Number shall be generated, and the same shall be sent through e-mail.
10. In case, the applicant does not get a confirmation e-mail regarding successful submission of online application form within 48 hours, he /she may contact the office of DHCLSC on any working hours or call at 011-23383418.

**B. INSTRUCTIONS**

**ELIGIBILITY CRITERIA :**

1. The Advocate who possesses the following eligibility and experience can apply for empanelment with Delhi High Court Legal Services Committee : -

S.No.	Panel	Eligibility
1	Criminal Panel-I	An advocate must have minimum <b>ten (10) years</b> experience at bar as on 31.05.2024 (excluding apprenticeship period, if any)
2	Criminal Panel-II	An advocate must have minimum <b>five (5) years</b> experience as on 31.05.2024 (including apprenticeship period, if any).
3	Matrimonial Panel	
4	Labour Panel	
5	Civil Panel	
6	Jail Visiting Panel	An advocate must have minimum <b>three (3) years</b> experience as on 31.05.2024 (including apprenticeship period, if any).
7	Mediator Panel	An advocate must have minimum <b>five (5) years</b> experience (including apprenticeship period, if any) and should have also received forty hours of mediator training as on 31.05.2024.

2. The advocates applying for Civil, Criminal-I, Criminal -II, Matrimonial, Labour and Jail Visiting Panel should have the experience of handling matters in High Court for the minimum prescribed period either independently or under a Senior member of the bar.
3. The advocates applying for Criminal-I, Criminal-II, Matrimonial Panel, Labour Panel and Civil Panel have to submit copies of any 02 (two) orders/ judgments passed by Hon'ble High Court of Delhi wherein they have independently argued the matter.
4. The Advocates applying for Jail Visiting Panel shall submit copies of any 02 (two) petitions drafted by them in their name and filed before the Hon'ble High Court of Delhi.
5. The advocates applying for jail visiting panel should be well conversant with the Delhi High Court Rules, drafting of appeals/ petitions and parole/ furlough guidelines.
6. The Advocate shall attach self attested photocopy of L.L.B. Degree and Certificate of enrolment issued by State Bar Council under the Advocates Act, 1961 and an experience certificate issued by the Bar Association along with the online application form.
7. Persons adjudged guilty under the Criminal Law, Contempt of Courts Act or under the Advocates Act should not apply.
8. If it is found that the Advocate does not fulfil any of the eligibility conditions, his or her candidature shall not be considered.
9. The Advocates on any panel of DHCLSC, interested in continuing on the same panel or other panel, also need to apply afresh.
10. The Advocates who have been on the Panel of DHCLSC for three complete terms are not eligible to be appointed again and so may not apply.
11. In terms of Section 9 of NALSA (Free and Competent Legal Services) Regulations, 2010 (As amended vide notification F.No. L/61/10/NALSA dated 22.10.2018), retired Judicial Officers are also eligible to apply for the panels.

**C. SELECTION PROCEDURE**

1. No Advocate shall be called for interview unless he/ she satisfies the eligibility conditions.
2. Merely fulfilling the eligibility criteria will not confer any right on an Advocate to be called for interview or selection.
3. Depending upon the number of applications received, Monitoring Committee of DHCLSC reserves the right to shortlist the Advocates to be called for interview.
4. The decision of the Monitoring Committee of DHCLSC regarding shortlisting of the Advocates for the interview call shall be final.
5. A list of shortlisted Advocates with the date, time and venue of Interview will be displayed on the Notice Board of the Delhi High Court Legal Services Committee, Delhi High Court, New Delhi and shall also be uploaded on our website i.e. [www.dhclsc.org](http://www.dhclsc.org). Shortlisted Advocates will be informed through e-mail / telephone about the date, time and venue of interview.
6. The Advocate shall bring original documents at the time of interview.
7. The empanelment result will be displayed on our website [www.dhclsc.org](http://www.dhclsc.org) and on the notice board of the Delhi High Court Legal Services Committee.

**D. TERMS & CONDITIONS FOR EMPANELLED ADVOCATES**

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 Advocate appointed.
2. Panel Advocates will be paid honorarium as per approved Fee Schedule of DHCLSC.
3. DHCLSC will send the information to the panel advocates through email / SMS regarding entrustment of a legal aid case and after receiving the email/ SMS, it shall be the duty of the panel Advocates to contact the Legal Aid Beneficiary and pursue the matter.
4. It shall be mandatory for panel Advocates and Mediators to attend the Orientation, capacity building programmes and refresher courses organized by

Delhi High Court Legal Services Committee from time to time. The empanelled advocates would also be deputed for Front Office duties viz. interaction with Legal Aid applicants.

5. In order to ensure that there is effective check on the legal aid and services being rendered, the Advocates on the panel must regularly upload/ update the status of the cases after each date of hearing on the portal of DHCLSC. Failure to upload/ update the status of cases will be a ground for removal of the name of the Advocate concerned from the panel.
6. Arguing Counsels should be willing to visit the jails, if required, and it is mandatory for them to attend video conferencing sessions from Jail in respect of cases assigned to them.
7. In appropriate cases, DHCLSC reserves the right to allocate cases to its empanelled Advocates irrespective of the category / Panel assigned to them.
8. In case of contravention of any provision of relevant Acts, Rules & Regulations, including the High Court Legal Services Regulations 1998 and any other directions of DHCLSC, appropriate action shall be initiated qua the empanelled Advocate or Mediator.
9. Any changes sought will be entertained only with the prior approval of the Hon'ble Chairperson, DHCLSC.

Sd/-  
**Secretary, DHCLSC**