



DELHI LEGAL SERVICES AUTHORITY
Central Office, Pre-fab Building, Patiala House Courts,
New Delhi

APPLICATION FORM

Application No. _____

(For Office Use)

Paste latest
passport size
photograph

1. Applicant's Name : _____
(In Block Letters)

2. Father's / Husband's Name : _____
(In Block Letters)

3. Date of Birth : _____

4. Age (as on 1st January, 2009): _____

5. Gender : _____

6. Residence Address : _____
(In Block Letters)

7. Office Address : _____

(In Block Letters) _____

Chamber No.: _____

Telephone No. (O) : _____

Telephone No. (R) : _____

Mobile No. : _____
Fax No. : _____
e-mail : _____

8. Educational Qualifications:

Course	Name of Board/University	Year of Passing	Pass% (Aggregate)
Graduation			
Professional Degree (LL.B)			
Post Graduation (LL.M)			

9. Date of Enrolment as an Advocate : _____

10. Practice Experience (Duration of practice in number of years) : _____

11. Area of Interest/Category (please \surd only one area of interest /field)

Criminal Court	<input type="checkbox"/>	Civil Court	<input type="checkbox"/>
Rent Matters	<input type="checkbox"/>	Small Causes Court	<input type="checkbox"/>
Matrimonial Cases	<input type="checkbox"/>	Consumer Court	<input type="checkbox"/>
Central Administrative Tribunal	<input type="checkbox"/>	Labour Court	<input type="checkbox"/>
Railway Claim Tribunal	<input type="checkbox"/>	MCD Tribunal	<input type="checkbox"/>
Motor Accident Claim Tribunal	<input type="checkbox"/>	Electricity Court	<input type="checkbox"/>

Other Specified Courts /Tribunals

(Note: The candidate shall specify only one particular area of interest/field in which he intends to work.)

12. Specify whether willing to work in Dwarka Court Complex (please \checkmark the column)

Yes

No

13. Specify the Jail or Institution where the candidate intends to work (Please \checkmark the column)

Tihar Jail

Rohini Jail

Juvenile Justice Board

Beggars Court

14. Specify the name of the Court in which the candidate has maximum cases. (Please furnish the list of 10 cases pending in/decided by the said Court)

- Name and Designation of the Judge: _____

15. Specify whether earlier also applied or remained on the panel of the Delhi Legal Service Authority or any other Institution/Government Department (please ✓ in the concerned column)

If applied

Yes

No

If remained on the panel of Delhi Legal Service Authority

Yes

No

Specify names of PSU /Government Department dealt with, if any :

16. Why do you want to associate with Delhi Legal Services Authority?

17. Whether working as an Individual or in Partnership or Law Firm? _____

18. Specify Academic Achievements and Extra Curricular Activities (if any)

19. List of the documents to be attached

- **Copy of Certificate of Enrolment.**
- **Copy of Certificates of Academic achievements or Extra –Curricular activities, if any.**
- **Copy of Certificates of educational qualifications.**

(Signature of the Applicant)

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 shall be liable to be cancelled. I have read and understood the instructions and terms & conditions for the empanelment and agree to abide by those. I declare that I fulfil the eligibility conditions for the category to which I am seeking empanelment. I am submitting only one application for the said empanelment.

Place: _____

Date: _____

(Signature of the Applicant)

Before filling the applications form, the candidates are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of Advocates in Delhi Legal Services Authority mentioned hereinbelow: -

Instructions:-

- 1. Eligibility Conditions: The candidate who possesses the following eligibilities and experience can apply for empanelment in Delhi Legal Services Authority: -**
 - (a) For Empanelment in Criminal Courts:** An Advocate should be having 7 years or above standing at the Bar but in no case, less than 3 years on the date of this notification.
 - (b) For Empanelment in Civil Court, Rent Courts and Small Causes Courts Civil and Other Courts:** An Advocate should be having 7 years or above standing at the Bar but in no case, less than 3 years on the date of this notification.
 - (c) For Empanelment in Labour Courts, Central Administrative Tribunal, Consumer Courts, Railway Claim Tribunal and Other Specified Courts / Tribunals:** An Advocate should be having not have less than 7 years standing at the Bar on the date of this notification.

- 2. The candidate shall enclose the photocopy of the following documents with the application form:**
 - (a) Proof of age (Certificate of Matriculation or other equivalent examination)**
 - (b) Certificate of enrollment issued by State Bar Council under the Advocates Act, 1961.**

- 3. The Advocates already on panel of Delhi Legal Services Authority can also apply for this new panel.**

- 4. The candidate shall apply only on the application format prescribed by Delhi Legal service Authority for empanelment of Advocates.**

5. An Advocate shall submit only one application and shall specify only one area of interest/field in which he intends to do work.
6. If it is found that the candidate does not fulfill any of the eligibility conditions, his or her candidature shall not be considered.
7. The candidate shall affix the latest passport size photograph on the application form.
8. Completed Application Form along with requisite documents shall be submitted with the Secretary, District Legal Services Committee, Dwarka Court Complex between 10.00 AM to 1:30 PM & 2:00 PM to 4:00 PM on any working days, on or before the last date of submission of the application as prescribed in the advertisement for transmission to Central Office, Delhi Legal Services Authority, Patiala House, New Delhi.
9. Any application received after the last date prescribed in the advertisement shall not be entertained.

Selection Procedure: -

1. Merely the candidate fulfills the eligibility criteria will not confer any right on a candidate to be called for interview.
2. No candidate shall be called for interview unless he satisfies the eligibility conditions for the category to which he is seeking empanelment.
3. The candidates short listed by the Selection Committee will be called for interview.
4. The decision of the Selection Committee regarding shortlisting of the candidates shall be final.
5. 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 Notice Board of District Legal Services Committee, Dwarka Court Complex and the Central Office of Delhi Legal Services Authority, Patiala House, New Delhi and shall also be uploaded on

our website www.dlsa.nic.in or Delhi District Court website www.delhicourts.nic.in .

6. The candidate shall bring original documents at the time of interview.
7. Interview Board will take into consideration the experience, reputation and professional acumen of the candidate while making selection.
8. The result will be made available on our website www.dlsa.nic.in , District Court website www.delhicourts.nic.in and on the notice board of the District Legal Services Committee, Dwarka Court Complex and the Central Office of Delhi Legal Services Authority, Patiala House Courts, New Delhi.

Terms & Conditions for Empanelment: -

1. Panel of Advocates shall be prepared for Dwarka Court Complex.
2. The new panel shall be initially for a period of two years.
3. Panel Advocates will be paid fees as per Fee Schedule.
4. Panel Advocates posted in the Courts of Metropolitan Magistrates for Remand work shall be entitled to Rs.1,800/- per month as fee for remand work besides the case wise fee as per schedule subject to the condition that the Advocate appears in maximum 40 remand matters in a month.
5. It will be mandatory for panel Advocates to attend the training programmes and refresher courses organized by Delhi Legal Services Authority from time to time.

Member Secretary