

**HIGH COURT LEGAL SERVICES COMMITTEE,
Hon'ble Punjab and Haryana High Court, Chandigarh
Sector-1, Chandigarh**

NOTICE

High Court Legal Services Committee, Hon'ble Punjab and Haryana High Court, Chandigarh (*in short 'HCLSC / Committee'*) is a statutory body constituted by the State Legal Services Authority under Section 8A of the Legal Services Authority Act, 1987 to provide 'free and competent legal services' to the eligible persons.

'HCLSC' here by invites **applications** for **empanelment** of legal practitioners # having experience at the Bar as '**Panel Lawyers**' ## and also for subsequent designation as '**Retainer Lawyers**' ###. The details of the various panels available are as below:

Sr. No.	Panel	No. of Vacancies	Nature of matters to deal with
1	Criminal Panel-I	30	Empanelled Advocates will be required to provide legal services / represent legal aid beneficiaries of HCLSC in Criminal cases / matters before the Division Bench and other Misc. cases etc.
2	Criminal Panel-II	115	Empanelled Advocates will be required to provide legal services / represent legal aid beneficiaries of HCLSC in Criminal cases / matters before the Single Bench and other Misc. cases etc.
3	Civil Panel	25	Empanelled Advocates will be required to provide legal services / represent legal aid beneficiaries of HCLSC in Civil cases / matters <i>inclusive of</i> Property cases / Rent / MACT / Civil Writ Petition and other Misc. cases etc.
4	Matrimonial Panel	15	Empanelled Advocates will be required to provide legal services / represent legal aid beneficiaries of HCLSC in Matrimonial cases / matters etc, either Criminal and Civil or both.
5	Labour / Service Panel	10	Empanelled Advocates will be required to provide legal services / represent legal aid beneficiaries of HCLSC in Labour / Service cases / matters etc.

6	Revenue Panel	5	Empanelled Advocates will be required to provide legal services / represent legal aid beneficiaries of HCLSC in Revenue cases / Civil Writ Petition and other Misc. cases etc.
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Regulation 2 (d) of the National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010 “**Legal Practitioner**” shall have the meaning assigned to it in clause (i) of section 2 of the Advocates Act, 1961

Regulation 2 (eb) read with Regulation 8 of the National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010 “**Panel Lawyer**” means a legal practitioner empanelled as a Panel lawyer under regulation 8

Regulation 2 (fa) read with Regulation 8 (9) of the National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010 “**Retainer Lawyer**” means a Panel Lawyer designated as the Retainer Lawyer under sub regulation (9) of regulation 8

Selection of legal practitioners as 'Panel Lawyers' :

Regulation 2 (eb) read with Regulation 8 of the National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010

- a) **Legal Practitioner** (meaning assigned to it in clause (i) of Section 2 of the Advocates Act, 1961)
 - b) Ordinarily not having less than '**three years**' experience **at the Bar**
- * The Hon'ble Chairman of the Legal Services Institution may also **suo moto** empanel any legal practitioner
 - * There may be **representation** of the **Scheduled Castes**, the **Scheduled Tribes**, **women** and **differently abled lawyers** in the panel.
 - * The **size of panel** should be **optimised** so that each lawyer can be allotted sufficient cases
 - * Legal Services Institution shall **invite applications from legal practitioners** for their empanelment as **panel lawyers** and such applications shall be accompanied with **proof** of the **professional experience** with **special reference** to the **type of cases** which the **applicant-legal practitioners may prefer to be entrusted with**
 - * The Hon'ble Chairman of the Legal Services Institution shall **take into consideration** the **competency, integrity, suitability, and experience of lawyers** for the empanelment.
 - * The Hon'ble Chairman of the Legal Services Institution may **maintain separate panels for dealing with different types of cases** like Civil, Criminal, Constitutional Law, Environmental Law, Labour Laws, Matrimonial disputes, Juvenile Justice, etc.
 - * The panel is for the **period of three years** shall also be **reviewed** and **updated periodically** by the Hon'ble Chairman, as the case may be, **keeping in view the performance of the panel lawyers.**
 - * The Legal Services Institution shall be **at liberty** for **withdrawing any case** from a Panel Lawyer during any stage of the proceedings,
 - * If the panel lawyer engaged is **not performing satisfactorily** or has **acted contrary to the object and spirit** of the Act and these regulations, the Legal Services Institution shall take **appropriate steps** including **withdrawal of the case** from such lawyer and his **removal from the panel.**

Designation of panel lawyers as “Retainer Lawyer”

Regulation 2 (fa) read with Regulation 8 (9) of the National Legal Services Authority (Free and Competent Legal Services) Regulations, 2010

- * The Hon'ble Chairman of the Legal Services Institution may, in consultation may be, **prepare a list of legal practitioners** from among the **panel lawyers** to be designated as '**Retainers**'
- * The Retainer lawyers shall be selected for a period fixed by the Hon'ble Chairman on **rotation basis** or by any other method specified by the Hon'ble Chairman.
- * The **number of Retainer** lawyers in the panel of each Legal Services Institution, should not exceed the **minimal requirement** as determined by the Executive Chairman or the Chairman, as the case may be

A. HOW TO APPLY

1. Applicants are advised to read the instructions contained in the notice carefully to ensure that they are eligible for empanelment in HCLSC in terms of qualification alongwith other specified terms and pre requisite conditions.
2. 'Application Form' along with detailed instructions inclusive of terms and conditions of empanelment can be downloaded from our website <https://highcourthd.gov.in/hclsc>
3. Applicant must apply on the format prescribed by HCLSC only. No other format will be entertained. A applicant shall submit only one application and he / she will be considered for empanelment to one panel only.
4. Applicant must give all required correct and complete particulars in the application form and **no column** should be left blank else the application would be rejected.
5. **Last date for submission** of correct and complete application form in Front Office, HCLSC, Punjab and Haryana High Court, near Post Office, Sector-1, Chandigarh is **12.11.2021** till 05:00pm. No application would be accepted after last date.
6. HCLSC reserves the right to shortlist candidates to be called for interview.
7. Please mention your correct and complete contact number and email address properly.
8. Application shall be accepted from **13.10.2021** to **12.11.2021** (*only on working days during usual working hours*) in Front Office, HCLSC, Punjab and Haryana High Court, near Post Office, Sector-1, Chandigarh
9. Please ensure to take **acknowledgment receipt / confirmation** regarding successful submission of application form Front Office, HCLSC, Punjab and Haryana High Court, near Post Office, Sector-1, Chandigarh

B. INSTRUCTIONS : ELIGIBILITY CRITERIA :

- 1 Advocates who possesses the following eligibility and experience can apply for empanelment with HCLSC :

S.No.	Panel	Eligibility
1	Criminal Panel-I	An Advocate must have minimum 10 years experience at bar as on 12.11.2021 <i>(excluding apprenticeship period, if any)</i>
2	Criminal Panel-II	An Advocate must have minimum 3 years experience at bar as on 12.11.2021 <i>(excluding apprenticeship period, if any)</i>
3	Civil Panel	
4	Matrimonial Panel	
5	Labour / Service Panel	
6	Revenue Panel	

2. Advocates applying for panel should have the requisite experience of handling the matters of High Court for the minimum prescribed period either independently or under the Senior member of the bar.
3. Advocates applying for panel have **to submit copies of atleast 02 orders / judgments (passed by Hon'ble High Court of Punjab & Haryana) wherein they have argued the case independently which should not be beyond the preceding 3 years.**
4. Advocates applying for panel should be well conversant with the High Court Rules for drafting of appeals / petitions and parole / furlough etc guidelines.
5. Applicant shall attach self attested photocopy of i) LLB Degree, ii) Certificate of enrolment as Advocate under the Advocates Act, 1961 issued by State Bar Council / Certificate of practice issued by Bar Council of India and iii) Experience cum Character certificate issued by the Bar Association along with the application form.
6. Persons facing proceedings or adjudged guilty under the Criminal law or under the Contempt of Courts Act, 1971 or under the Advocates Act, 1961 or acted contrary to the

object and spirit of the Legal Services Authority Act, 1987 and Rules / Regulations thereto or whose tenure has been curtailed / whose name has been removed from panel of legal services institution, should **not apply**.

7. If it is found that the candidate does not fulfill any of the eligibility conditions his or her candidature shall not be considered.
8. Advocates / Lawyers on the existing panel of HCLSC, who wish to continue on the panel, may **apply afresh**.
9. Advocates / Lawyers who have completed three terms of 3 year each (*aggregating 9 years in toto*) on the panel of HCLSC, are **not eligible** to be appointed, so may not apply. They are however requested to register themselves with the **Pro Bono** Panel in HCLSC.

C. 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
3. Depending upon the requirement and number of applications received, Monitoring & Mentoring Committee of HCLSC has the right to shortlist the candidate to be called for interview.
4. Decision of the Monitoring and Mentoring Committee, HCLSC regarding short listing of the candidates shall be final.
5. Shortlisted candidates will be informed through email / Whatsapp / SMS / telephone about the date, time and venue of interview.
6. No individual intimation will be sent to any candidate for appearing in the interview. A list of shortlisted candidates with the date, time and venue of interview will be displayed on the Notice Board of HCLSC (*Front Office, HCLSC, Punjab and Haryana High Court, near Post Office, Sector-1, Chandigarh*) and shall also be uploaded on website <https://highcourtchd.gov.in/hclsc>
7. The candidate shall bring original documents at the time of interview.
8. The empanelment result will be displayed on the Notice Board of HCLSC (*Front Office, HCLSC, Punjab and Haryana High Court, near Post Office, Sector-1, Chandigarh*) and on website <https://highcourtchd.gov.in/hclsc>

D. TERMS AND CONDITIONS FOR EMPANELMENT :

1. The panel shall be for a period which is fixed by the committee / Hon'ble Chairperson *or* for a period of three years commencing from the date of appointment, subject to periodic review of performance / work done by each lawyer so appointed.
2. HCLSC 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 advocate to collect the brief/copy of petition along with appointment letter from the office of HCLSC at the earliest.
3. It shall be mandatory for panel advocates to attend the training programmes and refresher courses organized by HCLSC from time to time including orientation programmes to enable empanelled lawyers to handle legal aid work, as well as training to upgraded skills. Absence from such training programmes and courses, without prior permission would be a ground for removal of the name from the panel. The advocates applying for empanelment should be ready to devote time for managing the front office of HCLSC.
4. In order to ensure that there is effective check on the legal aid and services being rendered, the lawyers on the panel must report the status of the cases after each date of hearing. Failure to submit status report will be a ground for removal of the name of the lawyer concerned from the panel.
5. 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.
6. Empanelment shall be subject to review of performance/work done by each lawyer by the HCLSC. Panel advocates will be paid honorarium as per approved schedule.

E. REMOVAL FROM PANEL :

1. If performance of the panel advocate is found unsatisfactory or is found to be guilty of charging or collecting or demanding any remuneration from an aided person in any form or contravenes the scheme of the act, rules and the regulations, he / she can be removed from the panel and shall also be liable for Professional Misconduct as per Law
2. Panel advocate joining full time employment must immediately inform HCLSC and forthwith return cases / matters allocated / allotted

**HIGH COURT LEGAL SERVICES COMMITTEE,
Hon'ble Punjab and Haryana High Court, Chandigarh
Sector-1, Chandigarh**

APPLICATION FORM

Application No. _____ (to be allotted by HCLSC)

Application for empanelment of : _____

(Please tick in relevant column(s), in case also interest to be designed as 'Retainer'
please specifically tick 'Retainer Lawyer' column' also).

Criminal Panel-I	Criminal Panel-II	Civil Panel	Matrimonial Panel	Labour / Service Panel	Revenue Panel	and Retainer Lawyer*

*Affix Latest
Self Attested
Photograph*

* Designation of panel lawyers as "Retainer Lawyer" - Hon'ble Chairman of the Legal Services Institution may, in consultation prepare a list of legal practitioners from among the panel lawyers to be designated as 'Retainers'.

1. **Applicant's Name** : _____
(in block letters only)
2. **Father's / Husband's Name** : _____
(in block letters only)
3. **Date of Birth (DD / MM / YYYY):** _____
4. **Age (as on 12.11.2021)** : _____
5. **Gender** : **Male** / **Female** / **Other**
(Please tick the relevant).
6. **Category** : **Unreserved** / **Schedule Caste** / **Schedule Tribe** /
(Please tick the relevant & attach proof) **Differently Abled** / **Other**
7. **Residence Address** : _____

8. **Office / Chamber Address** : _____

- Telephone No. (R)** : _____
- Telephone No. (O)** : _____
- Mobile No.** : _____
- e-mail** : _____

9. Enrolment No. and : _____
Date of Enrolment : _____

10. Actual Practice experience : _____
(Duration of actual practice in the Courts as on 12.11.2021)

11. Specify experience in :
High Court of Punjab & Haryana / Supreme Court of India _____
District Courts/Labour Courts /MACT/ any other Fora _____

12. Specify whether ever remained on the panel of the Punjab & Haryana High Court Legal Services Committee or State Legal Services Authority (Punjab, Haryana, Chandigarh), if yes, give details:

13. Whether any disciplinary case / complaint is pending against the applicant with any Bar Council / Authority or any criminal case is pending or has ever resigned / removed from the panel of HCLSC / SLSA, if yes, give details:

14. List of the documents to be attached

S.No.	List of Documents	
1	Self attested copy of Degree of Law.	(Attach)
2	Self attested copy of Certificate of enrolment as Advocate under the Advocates Act, 1961 issued by State Bar Council / Certificate of practice issued by Bar Council of India.	(Attach)
3	Self attested copy of Experience cum Character certificate issued by the Bar Association / Council.	(Attach)
4	In case applying for Criminal Panel-I, Criminal Panel-II, Civil Panel, Matrimonial Panel, Labour / Service Panel and Revenue Panel, attach copies of atleast 02 (two) orders/ judgments (passed by High Court of Punjab and Haryana) wherein they have argued the case independently.	(Attach)

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 **rejected**. I have read and understood the instructions and terms and conditions of the empanelment and agree to abide by them. I declare that I fulfill the **eligibility conditions** for the category to which I am seeking empanelment. I am submitting **only this** application for empanelment.

Place : _____

Date : _____

(Signature of Applicant with Enrolment No)

Acknowledgment Receipt

Application No. _____ (to be allotted by HCLSC)

Application for empanelment of : _____ (to be filled by Applicant)

(Please tick in relevant column(s), in case also interest to be designed as 'Retainer' please specifically tick 'Retainer Lawyer column' also).

Criminal Panel-I	Criminal Panel-II	Civil Panel	Matrimonial Panel	Labour / Service Panel	Revenue Panel	and Retainer Lawyer*

* Designation of panel lawyers as “Retainer Lawyer” Hon'ble Chairman of the Legal Services Institution may, in consultation prepare a list of legal practitioners from among the panel lawyers to be designated as 'Retainers'.

(Signature of HCLSC official)

Front Office, HCLSC, Punjab and Haryana High
Court, near Post Office, Sector-1, Chandigarh

Date: _____

Time : _____