

HIGH COURT OF GUJARAT AT AHMEDABAD
Recruitment to the posts of Legal Assistants/Law Clerks

RECRUITMENT NOTICE

No. RC/A.1320/04

The High Court of Gujarat invites **Online applications** from the eligible Law Graduate candidates for filling up 32 existing vacancies of **Legal Assistants/Law Clerks**, on the establishment of the High Court of Gujarat in a fixed honorarium of **Rs.10,000/-** purely on ad-hoc and contractual basis, initially for a period of **11 months**, which may be extended for further period, subject to the approval of the Honourable the Chief Justice. Applications shall be submitted online only and not by post or any other means/mode. Candidates have to apply online through this website which **will be opened from 01.00 p.m. on 05.05.2011 to 20.05.2011, upto 23:59 hours.**

1. Age Limit:-

Maximum age for appointment to the post shall be 27 years as on the date of publication of advertisement i.e. 29/04/2011.

2. Qualification:-

- (i) Graduate in Law with minimum of 55% marks (or equivalent in Cumulative Grade Point System of marking) from any University in India or any Institution recognized by the University Grants Commission.

Candidates studying in the fifth year of a Five years Law Course are also qualified to apply subject to the condition that they subsequently pass the fifth year examination before their appointment.

- (ii) Basic knowledge of Computer application/ operation.

3. Fees and Mode of payment:-

- (1) Application fees - Rs.100/- plus Bank charges.

Candidates making payment of fees shall remit the fees in **Current Bank Account No.30725811785** of State Bank of India, High Court Complex Branch, Ahmedabad, through any of the Core Banking Service branches of the State Bank of India using the cash voucher in the special format appended to this Notice. [For details, see General Instruction no.6], **from 05/05/2011 to 20/05/2011, during working days and hours of the Bank.**

- (2) *Fees once paid shall not be refunded under any circumstances.*

4. Selection Process:-

- (1) Selection of Legal Assistants shall be made on the basis of academic record, achievements in co-curricular activities, proficiency in research skills, requisite knowledge of computer applications and performance at the interview.
- (2) Candidates shall be short listed for interview on the basis of academic record, and / or marks obtained in the written test, in case the Committee decides to conduct a written test. Where a written test is to be conducted, such test shall comprise of a question paper for testing knowledge of the candidate in law, both substantive and procedural, English Language and general knowledge.
- (3) Personality, aptitude and orientation of a candidate shall also be given due weight at the interview.

5. Terms of appointment:-

- (1) Legal Assistants/Law Clerks shall be appointed initially for a period of 11 months, which term may be extended for on the recommendation of the Judge concerned, subject to the approval of the Honourable the Chief Justice.
- (2) The appointment may be terminated by either side by giving one-month notice, or one month salary in lieu thereof, which requirement may be waived by the other side.

Provided that appointment of Legal Assistants/Law Clerks shall be liable to be terminated at any time by the Chief Justice without notice or any compensation if his services are found to be unsatisfactory or if he violates any of these Rules.

6. Other conditions of Service:-

- (a) Appointment as Legal Assistants/Law Clerks is a full time assignment and during the period of appointment the Legal Assistant shall not be entitled to practise as a lawyer or to take up any employment, engagement of whatsoever nature either on full-time or on part-time basis.
- (b) The headquarters of Legal Assistants/Law Clerks shall be the High Court which he shall not leave during working hours of the High Court without permission of the Judge to whom he is assigned.
- (c) Legal Assistants/Law Clerks may be required by the Judge to whom he is assigned to assist on public or weekly holidays and offered equal number of alternative holidays later on.

- (d) Legal Assistants/Law Clerks shall be entitled to 11 days of casual leave of absence with pay in a year and shall not be entitled to any other leave of absence with pay except during Court vacations when leave of absence with pay may be granted with the permission of the Judge to whom he is assigned.
- (e) If Legal Assistants/Law Clerks is required to leave headquarters as part of duty on official work, he may be paid daily allowance in addition to actual fare paid for the travel as stipulated in the Government Resolution, Legal Department No.HCT/102004/4015/D dated 3.5.2007, as may be amended from time to time.
- (f) Legal Assistants/Law Clerks attached to a particular Judge shall not be entitled to appear before that Judge for a period of one year from the date of termination of the appointment.
- (g) Legal Assistants/Law Clerks shall not be entitled to appear in any case handled by the Judge to whom he was attached if the Legal Assistant had worked on that case.
- (h) Legal Assistants/Law Clerks shall perform his duties with due diligence and discipline maintaining confidentiality about all matters and information that he may come across during the discharge of his duties.
- (i) The assignment as Legal Assistants/Law Clerks shall not confer any right of any employment under the High Court or the State Government.
- (j) Legal Assistants/Law Clerks shall abide by such other Rules and conditions of service as may be prescribed by the Chief Justice.
- (k) Legal Assistants/Law Clerks shall, upon acceptance of his appointment as such, undertake in writing to abide by these Rules and shall, in particular, undertake that he shall perform his duties with due diligence and discipline maintaining confidentiality about all the matters and information that he may come across during the discharge of his duties.

7. General Instructions:-

1. Only online applications will be accepted.
2. While applying online for the post, the applicant should ensure that he/she fulfils the eligibility and others norms mentioned above and that the particulars furnished by him/her are correct in all respects. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT A CANDIDATE DOES NOT FULFIL THE ELIGIBILITY NORMS AND/OR THAT HE/SHE HAS SUPPRESSED/TWISTED OR TRUNCATED ANY MATERIAL FACTS, HIS/HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS IS DETECTED EVEN AFTER APPOINTMENT, HIS/HER SERVICE WILL BE LIABLE TO BE TERMINATED.

3. Candidate should scan his/her **photograph** having **5 c.m. height and 3.6 c.m. width (10kb)** & **signature** having **2.5 c.m. height and 7.5 c.m. width (10kb)** in **JPG format** for uploading the same at relevant space on the application.
4. Candidate shall keep two copies of printout of application. One copy of Print out of application with Photograph alongwith Cash-voucher marked as 'Office Copy' and all testimonials (original and/or copies) to prove qualification, age etc. should be produced by the candidate as and when called for and **no copies of testimonials need be sent to the High Court now**. Another copy may be retained for personal record of the candidate. A copy of payment receipt (i.e. candidate's copy) may also retained for his/her own record.
5. A candidate shall not apply more than once for any reason at all.
6. Candidates making payment of fee shall remit the amount in Current Bank Account No.**30725811785** of State Bank of India, High Court Complex Branch, Ahmedabad, through any of the Core Banking Service Branches of the State Bank of India using the cash voucher in the **special format appended to the Public Notice** which can be downloaded from the website <http://gujarathighcourt.nic.in> and **collect the Office Copy and candidate's copy** with the unique Deposit Journal Number assigned by the bank. Candidates must ensure that on deposit of fee, the bank issues them a receipt which invariably mentions (i) Deposit Journal Number _____ (ii) Deposit confirm No. _____ (iii) Branch name___ (iv) Branch code___ and (iv) Date of deposit_____.
7. The candidates should fill up the required data in the application in accordance with the instructions.
8. On submitting application online, the candidate will get a preview of application with Application Number and Pin No. Candidates are advised to get a printout of the filled up application for his/her record.
9. The candidate should retain his/her Application No. and Pin No. carefully for editing the application/generation of call letter, and for any other information regarding examination.
10. **APPLICATIONS WHICH DO NOT COMPLY WITH THE INSTRUCTIONS SHALL BE SUMMARILY REJECTED.**

Last date for submission of online application is 20/05/2011 upto 23:59 hours.

Date : April 29,2011.

Sd/-
(P.R. Patel),
Registrar (Recruitment)