

**HIGH COURT OF CHHATTISGARH, BILASPUR**  
**PROFORMA OF ADVERTISEMENT**

ADV. NO.- 01/Legal Assistant/2024

LAST DATE: **13/09/2024**  
Till 5.00 P.M.

Applications are invited from all eligible candidates for the post of "Legal Assistant" in the establishment of High Court of Chhattisgarh, Bilaspur, carrying a fixed honorarium of Rs. 30,000/- per month with no Dearness Allowance and/or any other allowances and also without any other perquisites such as residential accommodation etc. The engagement shall be purely contractual based for a fixed term of one year (extendable on periodical basis, upto a maximum period of three years, subject to the approval of the Hon'ble the Chief Justice). However, the term may be terminated at any time, without any notice.

**Legal Assistant**  
**Number of Vacancies: 12**

Category	Number of posts
UR	02
SC	03 (First Time-Backlog Posts)
ST	04 (Including 01 for women) (First Time-Backlog Posts)
OBC	03 (First Time-Backlog Posts)
<b>Total</b>	<b>12 Posts</b>

**Note:-1. The number of posts may increase or decrease and the number of reserved posts may also vary at any time. This advertisement/recruitment and appointment shall be subject to final outcome of the S.L.P. (C) No. 19668/2022 of Supreme Court of India?**

2. The posts reserved for SC, ST & OBC are reserved only for SC, ST & OBC who are the bonafide residents of Chhattisgarh State. The applicants who are bonafide residents of other state & recognized as SC, ST & OBC in their own states, will be considered only against the UR posts.

3. The candidates belonging to OBC should not be in the creamy layer.
4. Reservation shall be given to the women candidates, only who are local residents of State of Chhattisgarh.

**Essential Qualifications:**

1. Three Years Professional/Five Years Integrated Degree in Law from any Law College or recognized University throughout the country. Applications shall be accepted from such 'Law Graduates' who have not started practice as an advocate or not engaged in any other profession or vocation/service. Those who have appeared in LL.B. (Final Year) Examination and are awaiting results may also apply. Law graduates having scored not less than 55% marks in their LL.B. examination are only eligible to apply for the post of Legal Assistant. They will be required to submit their final mark sheet of LL.B. Examination at the time of interview.
2. Computer knowledge, i.e., Data Entry, Word Processing and Computer Operations.

**Age Limit:**

The Candidate must have attained the minimum age of 21 years and must not attained the maximum age of 30 years as on 1<sup>st</sup> January of the year in which advertisement is issued.

**Selection Procedure:**

For making selection, competence would be judged on the basis of interview only. The candidates for interview will be called only after screening. No T.A. will be payable for attending the interview.

**Nature of work:**

The successful candidates will be attached with Hon'ble Judges of High Court of Chhattisgarh, Bilaspur and shall discharge duties under directions of their Lordships. Basically, the Legal Assistants will be required to carry out search and research on legal points and principles as desired by the Hon'ble Judge with whom he/she remains attached. He/she shall assist the Hon'ble Judge in searching out case law, articles, papers and other relevant material required by the Hon'ble Judges in discharge of judicial as well as administrative work. Besides attending the Chambers of Hon'ble Judges, the Legal Assistants may also be asked to be present in Court during hearing of the arguments, take down or prepare notes in Court. The research work assigned to Legal Assistants may include performing legal research, drafting

memorandums and opinion, comments on statutes, relevant to questions of law. Assistance from the Legal Assistants may also be taken in proper maintenance of the case files. Assistance in administrative functioning of the Judge shall also be desirable which shall include maintaining of administrative files, preparation of research of academic papers, maintaining record of judgments, the points of law decided in various judgments by a Judge, maintenance of records regarding administrative correspondence etc.

Apart from the above mentioned duties and responsibilities, the Legal Assistants shall perform any other duty as assigned by the Judge concerned with regard to His judicial and administrative functions. The "Legal Assistants" shall be imparted training with regard to procedure and substantive law to assist the Hon'ble Judges in discharging their judicial and administrative functions. The Legal Assistants will also be provided the schedule of training and the details of the nature of job, which they have to perform during their year of engagement. Specific assignments shall be given by the Hon'ble Judge with whom they are attached.

**Restriction on Practice:**

Legal Assistants, from the date of termination of his/her engagement as Legal Assistants shall not appear in any case handled by the Hon'ble Judge(s) with whom he or she had attached, irrespective whether he/she had or not worked on that case during the period of his engagement. The candidates shall furnish an undertaking to the above effect on proforma prescribed herein after.

**Other Conditions of Engagement:**

The Legal Assistants shall be granted leave of absence as may be approved by the Hon'ble Judge to whom he/she is attached subject to a maximum of fraction of 8 days per year vis-a-vis their period of assignment.

**Period of Engagement:**

The engagement shall be for a fixed term of one year only from the first date fixed for joining, which may be terminated without notice at any time.

**Marital Status:**

A candidate having more than one spouse or married to such a person who already had a living legally wedded wife/husband, will not be eligible.

**Disqualification:**

(1) A candidate involved in any kind of criminal case whether convicted or charge-sheeted shall be barred from applying for the above post.

**How to Apply ?**

1. The applications form are available on the official website of High Court of Chhattisgarh (<https://highcourt.cg.gov.in/>) and may be downloaded.

2. The application form along with one duly attested copy of High School Mark Sheet, High School Certificate in proof of age/date of birth, Higher Secondary School Certificate Mark Sheet, Higher Secondary School Certificate Pass Certificate, Graduation/Post Graduation Mark Sheets and Certificates and testimonials regarding Extra Curricular Activities and Computer Knowledge should be sent to the Registrar General, High Court of Chhattisgarh, Bilaspur either by Speed Post, Registered Post with AD or through Courier.

**Sd/-**  
**(Balram Prasad Verma)**  
REGISTRAR GENERAL

# **HIGH COURT OF CHHATTISGARH, BILASPUR**

(Application Form)

Adv. No. 01/Legal Assistant/2024

Name of Post: Legal Assistant  
Last Date: **13/09/2024**  
Till 5.00 P.M.

1. Name of Applicant .....  
(in CAPITAL letters)

2. Date of birth .....

3. Sex (Male/Female) .....

4. Nationality.....

5. Full Name of Father/Husband .....  
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6. Present Postal Address .....  
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6A. Contact Number/Mobile Number.....

7. Permanent Address .....  
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Paste latest  
Taken on or  
After 01.01.2024 Colored  
Passport size Photograph  
duly self signed and  
attested  
By Gazetted Officer.



8. Educational Qualifications:

Name of Exam Passed	Name of Board/ University	Name of Institution/ College	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks obtained

9. Do you have computer knowledge i.e. Data Entry, Word Processing and Computer Operations? (Yes / No)

(a) Whether you have undergone any certificate/diploma course in computer operation from a recognized Institute ? Please give particulars.

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10. Are you married ? If so, do you have more than one spouse living or married a person having a spouse living ? .....

(Signature of applicant)

**NOTE:**

1. Candidates should affix a latest coloured photograph in passport size with his/her own signature thereon and duly attested by some Gazetted Officer at the place provided in the application.
2. The envelope containing application should be marked "APPLICATION FOR THE POST OF LEGAL ASSISTANT".
3. An envelope shall contain only one application form. An envelope containing more than one application form, shall be stand rejected.
4. Candidates must attach certified copies of the certificates in support of their age and educational qualifications, extra curricular activities and also in support of their having computer knowledge, with the application form.
5. Applications may be sent either by Speed Post, Registered Post A.D. Or through Courier.
6. Application will be rejected if photo is not pasted or if certified copy of certificates are not attached with it or if it is not signed by the applicant or if it is not received by the last date/time.
7. Applications received after last date shall not be entertained and the Court will not be responsible for any postal delay. The defective applications, which are not complete in any respect, will be rejected outright.
8. Selected candidate shall give an undertaking on the prescribed proforma that during the engagement as Legal Assistant, he/she shall not practice in any court of law nor engage himself/herself in any professional pursuit.
9. The candidates are required to furnish a check list along with application form mentioning therein details (as per format enclosed) about the certificates and the testimonials enclosed with the form.
10. Information regarding format of application and other information are also available on the website of High Court of Chhattisgarh, Bilaspur at <https://highcourt.cg.gov.in/>

**Sd/-**  
**(Balram Prasad Verma)**  
REGISTRAR GENERAL

## **UNDERTAKING**

I, ..... do hereby undertake and accept the following terms and conditions of my assignment as Legal Assistant:-

1. I have been engaged purely on contractual basis for a period of one year and no claim as an employee of the Court shall be made by me.
2. My period of assignment can be terminated on the recommendation of the Judge to whom I am attached by one months' notice or payment of one months' salary in lieu thereof and I may also opt to leave assignment on one months' notice to the Registrar General.
3. I shall render duty at the Court/Chambers/Residential Office of Hon'ble the Chief Justice/Hon'ble Judge according to the convenience of His Lordship and the duty hours shall be such as prescribed by the concerned Hon'ble Judge.
4. I shall be granted leave of absence as may be approved by the Hon'ble Judge to who I am attached subject to a maximum of fraction of 8 days per year vis-a-vis my period of assignment.
5. I shall not absent myself from duty without prior permission of the Hon'ble Judge. In case of absence due to sudden illness or some other unforeseen circumstances beyond control, I shall give intimation thereof without delay. I understand that no remuneration will be paid for any unauthorised absence from duty as also for the days exceeding permissible leave.
6. I shall maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to me. I shall maintain utmost secrecy in respect of matters which come to my notice by virtue of the assignment and shall ensure that no information, documents or any other thing is leaked out because of mishandling of papers or my deliberations with others, or in any manner.



7. At all times i.e. even after the completion of the assignment, I shall maintain complete secrecy regarding the work assigned to me by the Hon'ble Judge.
8. I understand that I shall be governed by the provisions of the Indian Penal Code and the Indian Official Secrets Act, 1923 as applicable to any public servant.
9. I shall not practice as an Advocate in any Court of law during the course of assignment as Legal Assistant.
10. From the date of termination of my engagement as Legal Assistant, I shall not appear in any case handled by the Hon'ble Judge(s) with whom I was attached, irrespective whether I had or not worked on that case during the period of my engagement.

Signature .....

Name .....

Address.....

### INDEX FOR CHECK LIST

Candidate should mark (✓) against relevant column to indicate the documents enclosed with the application form.

Sl.No.	Particulars	Document attached
1.	Duly attested mark sheet of High School or Equivalent	
2.	Duly attested certificate of High School or Equivalent	
3.	Duly attested mark sheet of Higher Secondary School Certificate or Equivalent	
4.	Duly attested certificate of Higher Secondary School Certificate or Equivalent	
5.	Duly attested mark sheet of Graduation or Equivalent (B.A./B.Sc./ B.Com. etc.)	
6.	Duly attested certificate of Graduation or Equivalent (B.A./B.Sc./ B.Com. etc.)	
7.	Duly attested mark sheet of LL.B.	
8.	Duly attested certificate of LL.B.	
9.	Duly attested mark sheet of Post Graduation or Equivalent	
10.	Duly attested certificate of Post Graduation or Equivalent	
11.	Duly attested computer Knowledge Certificate	
12.	Details of Other certificates & testimonials (if any)	

Number of Total documents attached:-.....

(Signature of Applicant)

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