

HIGH COURT OF CHHATTISGARH, BILASPUR

Legal Assistants are required for the Hon'ble Judges of this High Court.

The details are as under:-

1. Pay Band (Rs.) : 5200-20200 + 2800/- Grade Pay

2. **QUALIFICATION:** -

5th Year of the Hidayatullah National Law University, Raipur or LL.B. from any recognised University with working knowledge of computer

The candidate shall be appointed **purely on contractual basis initially for a period of one year** and subject to the conditions mentioned in the Third Schedule of C.G. High Court Establishment (Appointment and Conditions of Service) Rules, 2003.

Source & Method of Appointment-

Selection on the basis of Bio-data and interaction with the candidate by the Chief Justice or by the Judge to whom the Legal Assistant is to be attached.

THIRD SCHEDULE

Memorandum

With reference to his application or curriculum forwarded by (the name of the University) for being considered for engaging him/her as Legal Assistant in the High Court, Mr./Ms. _____ is hereby informed that he/she has been selected for grant of assignment as Legal Assistant and he/she has been assigned and posted as Legal Assistant with an Hon'ble Judge initially for a period of one year/till retirement of the Hon'ble Judge, whichever is earlier in the Pay Band Rs. 5200-20200 + 2800 Grade Pay.

It is made clear to him/her that the above short term assignment shall not confer upon him/her any right to claim regular appointment like other appointees in the Registry. The said assignment shall be subject to his/her furnishing an undertaking as per format attached and the conditions mentioned therein shall regulate his/her assignment. The undertaking shall be furnished at the earliest well before taking up the assignment.

If Mr./Ms. _____ is willing to accept the assignment of Legal Assistant offered on terms and conditions mentioned above as also in the undertaking, he/she may immediately furnish his/her acceptance and if the assignment is acceptable he/she should report to the Registrar General on or before _____ at 10 A.M.

Undertaking

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

- a) I have been engaged purely on contractual basis initially for a period of one year and no claim as an employee of the Court shall be made by me.
- b) 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.
- c) 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.
- d) I shall be granted leave of absence as may be approved by the Hon'ble Judge to whom I am attached subject to a maximum of fraction of 8 days per year vis-a-vis my period of assignment.
- e) 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 at the residential office of Hon'ble Judge without delay. I understand that no salary will be paid for any unauthorised absence from duty as also for the days exceeding permissible leave.
- f) 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.
- g) 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.
- h) 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.
- i) I shall not practice as an Advocate in any Court of law during the course of assignment as Legal Assistant.
- j) I shall not practice in the High Court for a period of one year after the relinquishment of assignment. I shall also not at any time practice before the Hon'ble Judge with whom I have been attached as Legal Assistant.

Signature _____

Name _____

Address _____

Interested candidates may send their Bio-datas along-with attested copies of documents i.e. age, qualification etc. to the Registrar General, High Court of Chhattisgarh, Bodri, Bilaspur (C.G.) till 17.10.2016.