

HIGH COURT OF GUJARAT, SOLA, AHMEDABAD

**Process for Appointment of LEGAL ASSISTANTS on the establishment of
the High Court of Gujarat
PURELY ON CONTRACTUAL BASIS**

Website : www.gujarathighcourt.nic.in AND / OR <http://hc-ojas.guj.nic.in>

ADVERTISEMENT NO.RC/B/1320/2017

Starting date for submission of On-line Application	01/04/2017 (12.00 Hrs)
Closing date for submission of On-line Application	15/04/2017 (23.59 Hrs.)
Tentative Date / Month of Examination / Test	
Download 'e-Call-letters' for Written Test (Objective Type - MCQs)	Preceding week of Written Test
Date of Written Test (Objective Type - MCQs)	18/06/2017
Download of 'e-Call-letters' for Viva-voce Test	Preceding week of Viva-voce Test
Date of Viva-voce Test	Month of July/August - 2017

The High Court of Gujarat invites **On-line Applications** from the Candidates with a **Degree in Law**, for filling up, **17 Vacancies** for the post of Legal Assistants, on the establishment of the High Court of Gujarat, on a **Fixed Remuneration** of **Rs.15,000/- p.m.**, purely on **ad-hoc** and **contractual basis**, initially for a period of **11 months**, extendable on periodical basis, upto a maximum period of **3 Years**, subject to the approval of the Honourable the Chief Justice.

1. ELIGIBILITY CRITERIA [As on 30/03/2017]:-

Candidates having the below-mentioned Qualifications, would be eligible to apply :-

(a) Educational Qualifications :

❖ **Degree in Law** from any University in India or any Institution recognized by the University Grants Commission.

Candidates studying in the **Fifth Year** of a **Five Year Law Course**, can also apply for the said Post, and their final selection would be subject to their passing of the Fifth Year examination of LL.B., prior to their Appointment.

❖ **Basic Knowledge of Computer Application / Operation.**

(b) Acquaintance of vernacular Language :

The job of a Legal Assistant would require the candidate concerned, to carry out extensive research work and preparing notes, forming opinions, comments, etc., on legal issues, by interpreting the vernacular Gujarati Language, which would therefore, require acquaintance of the said vernacular Language.

(c) Age-limit :-

A Candidate for Appointment to the said Post, shall not be less than **18 years** and not more than **35 years** of age, as on the date of Advertisement i.e. on **30/03/2017**, i.e. Candidates born between **30/03/1982 & 30/03/1999**, shall be eligible to apply.

Note : It may be noted by all concerned that the existing Legal Assistants would neither be eligible nor required to appear in the selection process.

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2. RESERVATION :-

Reservation policy shall not apply, as the Appointments are on Contractual Basis.

3. TENURE :-

(a) Legal Assistants shall be appointed initially for a period of **11 months**, and their tenure may be extended upto **a maximum period of 3 Years**, upon recommendation of the Hon'ble Judge concerned, subject to the approval of the Honourable the Chief Justice and such engagement shall in no case be extended beyond a period of 3 Years.

(b) 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 shall be liable to be terminated at any time by the High Court of Gujarat, **without notice** or any compensation if his/her services are found to be unsatisfactory or if he/she violates any of the Rules.

4. REMUNERATION :-

The Candidates selected are presently entitled to draw a Fixed Honorarium of **Rs. 15,000/- per month, without any additional Allowances, benefits, perquisites, facilities or increments**, as stipulated in the Government Resolution, Legal Department No. HCT/102004/4015/D, dated 14/10/2011.

5. FEES AND MODE OF PAYMENT :-

(a) Candidates shall be required to pay an Application Fees of **Rs.250/-**, plus the usual Bank Charges through remitting the same in Current Bank Account No. **30725811785** with **the State Bank of India**, High Court Complex Branch, Ahmedabad, held in the name of **Registrar General, High Court of Gujarat, Sola, 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 Advertisement, from **01/04/2017 to 15/04/2017**, during Bank working days and Hours.

(b) Fees paid by **any other mode**, shall not be accepted.

(c) Fees once paid, shall **not be refunded** in any circumstances.

6. DUTIES AND RESPONSIBILITIES OF LEGAL ASSISTANT :-

Legal Assistant shall assist the Hon'ble Judge in judicial as well as administrative work and in carrying out search and research in matters and on such legal issues as may be required by the Hon'ble Judge to whom he/she, is assigned. His / Her duties shall include attending the Court, making notes, drafting of memorandum, opinions, comments or monographs on such legal matters and research from such material and sources as may be suggested by the Hon'ble Judge to whom he / she is assigned.

7. OTHER CONDITIONS OF SERVICE :-

- (a) Appointment as Legal Assistant is a **full time assignment** and during the period of appointment the Legal Assistant **shall not be entitled to practice 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 Assistant shall be the **High Court** which he / she shall not leave during working hours of the High Court without permission of the Judge to whom he / she is assigned.
- (c) Legal Assistant may be required by the Judge to whom he/she is assigned to assist on **public or weekly holidays** and offered equal number of alternative holidays later on.
- (d) Legal Assistant 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 / she is assigned.
- (e) If Legal Assistant is required to leave headquarters as part of duty on official work, he / she 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 Assistant attached to a particular Hon'ble Judge **shall not be entitled to appear before the Hon'ble Judge with whom he/she was attached for a period of one year** from the date of termination of the appointment.
- (g) Legal Assistant **shall not be entitled to appear in any case handled by the Hon'ble Judge** to whom he / she was attached, if the Legal Assistant had worked on that case.
- (h) Legal Assistant shall perform his / her duties with **due diligence and discipline maintaining confidentiality** about all matters and information that he / she may come across during the discharge of his / her duties.
- (i) The assignment as Legal Assistant **shall not confer any right of any employment** under the High Court or the State Government.
- (j) Legal Assistant **shall abide by such other Rules and Conditions of Service**, as may be prescribed by the Honourable the Chief Justice.
- (k) Legal Assistant shall, upon acceptance of his/her appointment as such, **undertake in writing to abide by the Rules and shall, in particular, undertake** that he / she shall perform his / her duties with due diligence and discipline maintaining confidentiality about all the matters and information that he / she may come across during the discharge of his / her duties.

8. SELECTION PROCESS :-**[A] Written Test (Objective Type - MCQs) - 'Computer Based (Online) Examination System: (Tentatively to be conducted on 18/06/2017)**

- (i) The **Written Test (Objective Type - MCQs)** , shall be conducted at Ahmedabad at the Centre(s), **as may be decided by the High Court, comprising of 100 Marks, of 2 hours'** duration, consisting of **100 - Multiple Choice Questions (MCQs)** each of **01 Mark**, with **Negative Marking of 0.25 Mark** for each **Wrong Answer**. The Syllabus for said **Written Test (Objective Type - MCQs)**, shall be as follows :
1. The Constitution of India
 2. The Code of Civil Procedure, 1908
 3. The Indian Penal Code, 1860
 4. The Code of Criminal Procedure, 1973
 5. The Indian Evidence Act, 1872
 6. The Indian Contract Act, 1872
 7. The Specific Relief Act, 1963
 8. The Transfer of Property Act, 1882
 9. The Limitation Act, 1963
 10. General Knowledge
 11. English Language
 12. Computer Skills/Applications knowledge
 13. General I.Q. Test
- (ii) Candidates shall download their **Written Test 'e-call letter'**, from the Websites abovementioned, from **12/06/2017** onwards.
- (iii) The **Language** of Question Paper of **Written Test (Objective Type – MCQs)** will be **English**.
- (iv) The Written Test (Objective Type - MCQs) shall be administered 'On-line', through a 'Computer Based Examination System' & it shall be evaluated as per entries made by the candidate on Computer itself, immediately, upon conclusion of the said Written Test. The evaluation being done real time by the **Computer, rechecking of entries / answers**, subsequent to Written Test, shall not be entertained by the High Court.
- (v) In case, large number of Candidates qualify in the Written Test, it shall be open for the High Court, **to restrict the number** of Candidates as deemed necessary, according to Merit, to proceed to the next stage.

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[B] Viva-voce Test : (Tentatively to be conducted in the Month of July/August, 2017)

- (i) Candidate shall download their **Viva-voce Test (Oral Interview)** 'e-Call-letter', from the Websites abovementioned, during the preceding One week of the **Viva-voce Test**.
- (ii) Viva-voce Test shall be of **40 Marks**.
- (iii) Suitability of the Candidates, at the Viva-voce Test, will be assessed on the basis of one's Personality, Aptitude and Orientation, Computer Application Skills, People Skills, Communication Skills, Legal knowledge of candidates, etc.
- (iv) For being eligible to be included in the Select List/Wait List, the candidate shall have to obtain minimum **40% Marks** in the Viva-voce Test.
- (v) The Select List & Wait List will be prepared on the basis of **aggregate marks** obtained by the Candidates in the **Written Test (60% Weightage** to be given to the performance of a Candidate) **& Marks obtained in Viva-voce Test**.

(C) The Wait List shall be operated **only in case of** non-joining of candidate(s) or cancellation of candidature of candidate(s) due to any reason(s), amongst the candidates enlisted in Select List.

Note : The Candidate is required to down-load his/her respective 'e-call letters cum Admission Slip', from the Websites abovementioned, during the respective preceding week against both the selection stages viz. Written Test and Viva-voce Test.

9. DISQUALIFICATION FOR APPOINTMENT :-

No person shall be eligible for appointment to the service –

- (a) unless he/she is a **citizen** of India.
- (b) if he/she is **dismissed** from service by Central Government or any State Government or U.Ts. or any High Court or Statutory or Local Authority.
- (c) if he/she has been **convicted** of an offence involving moral turpitude or who is or has been permanently **debarred** or disqualified by the High Court or the Union/State Public Service Commission or by any Recruiting or Examination Conducting Authority from appearing in Competitive Examinations or Selections.
- (d) if he/she directly or indirectly **influences** the Recruiting Authority by any means for his/her candidature.
- (e) if he is a man, has **more than one wife** living. And, if a woman, has more than one husband living.

10. HOW TO APPLY :

- (a) All eligible Candidates after payment of their requisite Examination Fees in the Bank Account as mentioned in **Para No.5(a)** above, should apply '**On-line**', through the link provided in High Court Website <http://hc-ojas.guj.nic.in>, in the prescribed format from **01/04/2017 to 15/04/2017**. Please note that the last date for submission of On-line Application is **15/04/2017 till 23:59 hours**.
- (b) Candidate should have his/her own/family 'registered' **Mobile Number** and the same should be kept active during the entire Recruitment Process.
- (c) **Before filling-up the 'On-line Recruitment Application'**, Candidate is advised to **thoroughly read and understand the Detailed Advertisement** and the Instructions therein.
- (d) Candidate should scan his/her **photograph** having **5 c.m. of length and 3.6 c.m. of width (10kb)** and **signature** having **2.5 c.m. of length and 7.5 c.m. of width (10kb)** in **jpg format** for uploading the same at relevant space in the On-line Application.
- (e) **Steps for submitting On-line Recruitment Application** through the '**OJAS' Module** :-
 - 1) Fill-up all the Fields given in On-line Application including mandatory Fields, carefully.
 - 2) '**Save**' the On-line Application, by clicking '**Save**' button.
 - 3) Thereafter, a new pop-up window will appear, displaying the 'Application Number', meaning thereby the Application is saved successfully. Candidate shall, **note down the entire string of the Application Number** (e.g. HCG/201516/1/11111). By clicking '**Show Application Preview**' Button, will display on-screen preview of the Application.
 - 4) Thereafter, by entering **Application Number and Date of Birth**, upload scanned **photograph** and **signature** at relevant space on the application and ensure that, the uploaded 'Photograph' & 'Signature', are distinctly recognizable, after uploading.
 - 5) If necessary, by using his/her Application Number and Date of Birth, a Candidate can edit his/her On-line Application through '**Edit Application Button**' until his/her Application is Confirmed.
 - 6) After filling-up all the required/mandatory fields of the On-line Application, correctly and duly verified by the Candidate, he/she is required to '**CONFIRM**' the Application. However, Candidate can alter/modify the details before he/she **CONFIRM** his/her Application.
 - 7) **Please note** that, after 'Confirmation', further editing of one's 'Online Recruitment Application' will not be permitted by the System and the same will be treated as Final Application for the particular post.

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- 8) Thereafter, Candidate has to click on '**Confirm Application**' Button/Tab on the Main Menu, thereby a pop-up window will appear, wherein the Candidate has to enter his/her Application Number and Date of Birth and then click on 'Confirm Application' Button.
 - 9) **Please note** that only after 'Confirmation', the 'System' will register candidate's 'On-line' Application. Further, only Confirmed Applications will be considered/processed for the Recruitment Process.
 - 10) Thereafter, the Candidate should ensure that he/she receives a System generated '**SMS**' conveying his/her Confirmation Number, on his/her 'Registered' Mobile Number.
 - 11) The Candidate should preserve his/her **Application Number** and **Confirmation Number** for future reference and use, till the end of the Recruitment Process.
 - 12) At the end of the process, the Candidate shall take '**Print Out**' of his/her '**Confirmed Application**' by clicking '**Print Application**' Tab of the Main Menu and retain atleast TWO copies of the same for future reference & use.
 - 13) **Please note** that the Candidate is **not required** to and **should not send** copy of his/her **Online Recruitment Application and/or any testimonials/ documents to the High Court**. They should produce the same, when called for.
- (f) **Please note** that the above is the general procedure for applying On-line. **No other mode** of Application or incomplete Application(s) shall be accepted and in such cases, the Application(s) are liable to be rejected outright.
- (g) A Candidate shall not apply **more than once**, for any reason at all.

11. GENERAL INSTRUCTIONS :

- (a) Candidates born **between 30/03/1982 and 30/03/1999** shall be eligible to apply.
- (b) While applying Online for the post, the Candidate should ensure that he/she fulfills all the **eligibility criteria and other norms** mentioned above and that the particulars furnished by him/her are **true and correct** in all respects.

In case it is detected at any stage of Recruitment Process or after Appointment, that a Candidate does/did not fulfill the eligibility norms and/or that he/she has/had **suppressed / twisted or truncated any material facts**, his/her **Candidature** shall be **Cancelled**. If, any of these shortcomings is/are detected even after **Appointment**, his/her service will be liable to be **terminated** with immediate effect.

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- (c) The Candidate who has **successfully submitted Online Recruitment Application**, shall only be eligible for appearing at the Written Test and/or Viva-voce Test, subject to their qualifying therefore.
- (d) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Written Test and/or Viva-voce Test shall be final. No candidate, to whom **e-Call-Letter** has not been issued by the Recruiting Authority, shall be allowed to appear for the Written Test and/or Viva-voce Test.
- (e) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Written Test and/or Viva-voce, if called for, at the place and time that may be decided by the High Court.
- (f) Candidate shall **require to download** his/her **e-Call-letter** from the Website mentioned above [see Para 10(a)], during the Preceding Week, by using **Advertisement No.**, his/her **Confirmation No.** and **Date of Birth**, for appearing at the respective Examination/Viva-voce and the same may be communicated at the relevant time, through **Press-Note/Brief Advertisement and/or vide 'SMS'** on the Mobile Number registered in the 'On line' Application, of the candidate concerned.
- (g) The list of **eligible candidates** will be placed on **High Court website** as well as on **HC-OJAS portal of NIC, at the relevant time.**
- (h) Candidate shall produce, at the time of appearing for the Written Test and/or Viva-voce, **Identity proof** i.e. Election Card / PAN Card / valid Driving License / valid Passport / Aadhaar Card / I-Card issued by Bar Council of the State and **'Cash Voucher' in original & a copy thereof, along with the 'e-Call Letter-cum-Admission Slip'.**
- (i) **Entry in the Compound of the Examination Centre with Mobile/Cell Phone, Tablets, Laptop, Electronic Gadgets etc. is strictly prohibited. No arrangement for safe keeping, will be arranged, which may kindly be noted.**

A Candidate who is found indulging in **unfair practices**, viz. copying or misconduct during the course of examination, using electronic gadgets or Mobile Phones etc., tampering with Examination Material, influencing any Official concerned with the Examination Process, will be debarred from appearing for Written Test or Viva-voce Test, as the case may be, for that examination or any number of years or permanently, as may be decided by the High Court.

- (j) **Result** of all Examination/Test will be made available on the High Court website and/or by any other mode that may be decided by the High Court.

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- (k) ONLY after conclusion of the Recruitment Process, Results (Marks) of each stage of Examination shall be available to each Candidate, by providing a link to a webpage on the HC-OJAS website – <http://hc-ojas.guj.nic.in>, with individual password (One-Time Password-OTP) via, SMS on his/her registered mobile number.
- (l) **Mere success** in the Examination shall not confer any **right to appointment** and no Candidate shall be appointed to the post unless the High Court is satisfied, after such **inquiries** as may be considered necessary that the Candidate is **suited** in all respects for appointment to the post.
- (m) The High Court reserves the right to adopt appropriate **method of short-listing** the Candidates at any stage.
- (n) The selected Candidate will not be appointed unless the **Medical Authority** specified by the High Court, certifies him/her to be fit to discharge the duties ascribed to the post.
- (o) Candidates will have to produce the **Original Cash Voucher** at every **stage of the Recruitment Process i.e. Written Test & Viva-voce Test (Oral Interview)**. Hence, the Cash Voucher must be preserved, till the completion of the whole Recruitment Process.
- (p) Applications which do not comply with the 'Instructions' shall be summarily rejected.
- (q) Candidate is required to produce the following **original testimonials / documents** as well as **one set of self-attested copies thereof alongwith recent passport size colour photograph, at the time of Viva-voce Test (Oral Interview)**, to be conducted by the High Court :
- (i) **Print-out** of the duly filled-in (Confirmed) '**On-line Application**' alongwith Original '**Cash Voucher**' marked as '**Office Copy**'.
 - (ii) **School Leaving Certificate or Birth Certificate** issued under Birth & Death Registration Act.
 - (iii) Educational qualifications i.e. **Mark-sheets** and **Certificates** of SSCE, HSCE, Final Year of Graduation, Post Graduation, 3 years LL.B. course **OR** 5 years LL.B. course (Year-wise/Semester-wise).
 - (iv) Enrollment Letter of Bar Council of State, if any.
 - (v) Certificate indicative of possessing a '**Basic Knowledge of Computer Application/Operation**' issued by Government or Private Institute, as set out by Government of Gujarat, in General Administrative Department Resolution No.CRR-10-2007-120320-G.5 dtd.13/08/2008.
 - (vi) Certificate relating to experience, if any.

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- (vii) **Certificates** from two Respectable Persons being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying of his/her good moral character (original).
- (viii) **Government Gazette**, showing change in name/surname etc, if any.
- (ix) In case any **Criminal Case(s) / Complaint(s)** have been filed against the Candidate concerned, authenticated / attested copies of the relevant documents, viz. FIR / Charge-sheets, Judgment etc.
- (x) Original **Identity proof** as prescribed at 11(h).

Any Application, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire Recruitment Process.

The decision of the High Court of Gujarat in respect of all matters pertaining to this recruitment would be final and binding on all Candidates.

**High Court of Gujarat,
Sola, Ahmedabad.
Date :- 30/03/2017**

**Sd/-
Registrar (Recruitment & Finance)**

No.RC/B/1320/2017	CASH VOUCHER	BANK COPY
<p style="text-align: center;">Recruitment of LEGAL ASSISTANTS, on the establishment of the High Court of Gujarat.</p> <p style="text-align: center;">2017</p> <p style="text-align: center;">Applicant's Name : _____</p> <hr/> <p style="text-align: center;">STATE BANK OF INDIA Account No.: 30725811785 Registrar General High Court of Gujarat, Ahmedabad.</p>	<p style="text-align: center;">STATE BANK OF INDIA</p> <p>SBI Branch in which fees is remitted :</p> <p>Branch Name : _____ Code No. _____</p> <p>Deposit Journal No.: _____ Confirm Journal No.: _____</p> <p>Deposit Date : _____</p> <p>Application Fee : Rs. ____/- for all Candidates } (Non-refundable)</p> <p>Bank Charges : Rs. ____ (To be paid by the Candidate) }</p> <p style="text-align: right;">Authorized Signatory Stamp</p> <p># Fee receiving branch is advised to write the Deposit Journal No. invariably.</p>	

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No.RC/B/1320/2017	CASH VOUCHER	OFFICE COPY
(To be produced at each and every Examination/Test of the Recruitment Process)		
<p style="text-align: center;">Recruitment of LEGAL ASSISTANTS, on the establishment of the High Court of Gujarat.</p> <p style="text-align: center;">2017</p> <p style="text-align: center;">Applicant's Name : _____</p> <hr/> <p style="text-align: center;">STATE BANK OF INDIA Account No.: 30725811785 Registrar General High Court of Gujarat, Ahmedabad.</p>	<p style="text-align: center;">STATE BANK OF INDIA</p> <p>SBI Branch in which fees is remitted :</p> <p>Branch Name : _____ Code No. : _____</p> <p>Deposit Journal No.: _____ Confirm Journal No.: _____</p> <p>Deposit Date : _____</p> <p>Application Fee : Rs. ____/- for all Candidates } (Non-refundable)</p> <p>Bank Charges : Rs. ____ (To be paid by the Candidate) }</p> <p style="text-align: right;">Authorized Signatory Stamp</p> <p># Fee receiving branch is advised to write the Deposit Journal No. invariably.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 45%; text-align: center;"> <p>_____ (Signature of Supervisor at Written Test)</p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%; text-align: center;"> <p>_____ (Signature of Supervisor at Viva-voce Test)</p> </div> </div>	

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No.RC/B/1320/2017	CASH VOUCHER	CANDIDATE COPY
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