

HIGH COURT OF GUJARAT,
SOLA, AHMEDABAD

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

ADVERTISEMENT NO.RC/B/1320/2018

Recruitment to the post of LEGAL ASSISTANTS on the establishment of the High Court of Gujarat PURELY ON CONTRACTUAL BASIS

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|---|--------------------------------|
| Starting date for submission of On-line Application | 01/12/2018 (12.00 Hrs) |
| Closing date for submission of On-line Application | 15/12/2018 (23.59 Hrs.) |

| Tentative Schedule | |
|---|---------------------------------------|
| Date of Written Test (Objective Type - MCQs) | 20/01/2019 |
| Viva-voce Test (Oral Interview) | Month of February/March – 2019 |

The High Court of Gujarat invites **On-line Applications** from the Candidates with a **Degree in Law**, for filling up, **15 Vacancies** for the post of Legal Assistants, on the establishment of the High Court of Gujarat, on a **Fixed Remuneration** of **Rs.20,000/- 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 [Last Date of submitting of 'On-line Application, i.e. 15/12/2018]:-
Candidates having the below-mentioned criteria be treated as eligible, to apply:-

(a) 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 **Last Date of submitting of 'On-line Application, i.e. 15/12/2018**, i.e. Candidates born between **15/12/1983 & 15/12/2000**, shall be eligible to apply.

(b) 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.

(c) Basic Knowledge of Computer Application / Operation.

(d) Acquaintance of vernacular Language.

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 Remuneration of **Rs. 20,000/- per month**, as stipulated in the Legal Department's Resolution No. HCT/102004/4015/D, dated 16/07/2018 of the Government of Gujarat,

5. FEES AND MODE OF PAYMENT :-

- (a) All Candidates shall be required to pay Fees of **Rs.250/-** plus the usual Bank Charges via "**Print Application / Pay Fee**" Button through **SBI e-Pay**, provided on the webpage of HC-OJAS Portal- <http://hc-ojas.guj.nic.in>.
- (b) Carefully Read and Follow the Instructions/Help given thereat. Select the Mode of Payment **i.e. Online Payment or Cash-Challan/SBI Branch Payment (Offline)** (Challan will be generated Online at SBI e-Pay Website).
- (c) In case of Online Payment Mode, after successful payment, Candidate will get **e-Receipt** of the same. However, if Transaction / Payment fails due to any technical reasons, follow the Instructions thereat.
- (d) **If Cash-Challan/SBI Branch Payment (Offline) Option is selected**, Candidate is required to take printout of 'Challan' in **TWO Copies** and pay the requisite Fees **before the Challan Expiry Date**, at any of the SBI Branch, by submitting the said Challan to the Bank. The Concerned Bank Branch will retain one Copy of the 'Challan' and return the other Copy to the Candidate.

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- (e) Candidates are advised to **preserve** the copy of the **e-Receipt / Cash-Challan** till the conclusion of the Recruitment Process.
- (f) Confirmed 'Online Application', submitted by the Candidate, will be considered as **VALID** Application, only after he/she remits the Examination Fees, as required, in the State Bank of India through **SBI e-Pay**, before due time.
- (g) Requisite Examination Fees, can be paid through either Mode i.e. **Online (from 01/12/2018 to 15/12/2018)** or **Offline** (Cash-Challan/ SBI Branch Payment) (**till the Challan Expiry Date**) and the same shall be considered as **VALID**.
- (h) Fees paid by **any other mode**, will NOT be accepted.
- (i) Fees once paid shall **Not be Refunded** OR shall **NOT be Adjusted** in any subsequent Recruitment Process, under 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.

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- (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 20/01/2019)**

- (a) The **Written Test (Objective Type - MCQs)** , shall be conducted at Ahmedabad at the venue, **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 :

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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

- (b) The **Language** of Question Paper of **Written Test (Objective Type – MCQs)** will be **English**.
- (c) 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.
- (d) The candidates securing minimum **50% Marks** in the Written Test (Objective Type – MCQs), alone shall be eligible for being called for Viva-Voce Test (Oral Interview).
- (e) 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.

[B] Viva-voce Test : (Tentatively to be conducted in the Month of February/March, 2019)

- (a) 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**.
- (b) Viva-voce Test shall be of **40 Marks**.
- (c) 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.

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- (d) 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.

[C] Selection of Candidates

The Select List & Wait List will be prepared on the basis of **aggregate marks** obtained by the Candidates in the **Written Test (60% Weightage** will be given to the marks obtained in Written Test) **& Marks obtained in Viva-voce Test.**

- [D]** 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.

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.
- (f) if he/she may be found in **possession** of any **electronic gadget(s) during any of the Examination / Test.**

10. HOW TO APPLY :

- (a) Before filling-up the **‘On-line Application’**, Candidate is advised to **thoroughly read and understand the Detailed Advertisement** and the Instructions therein and should ensure that he/she fulfills all the **eligibility criteria and other norms** mentioned above and that the particulars filled-in by him/her are **true and correct** in all respects.

In case, it is detected at any stage of Recruitment Process or even 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 liable to 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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- (b) Candidate should have his/her own/family 'registered' **Mobile Number** and the same should be kept active during the entire Recruitment Process as SMS alerts for the various Tests are also likely to be sent on the said Mobile Number, registered in the 'On-line Application'.
- (c) Candidate should scan his/her **photograph** having **5 c.m. of height and 3.6 c.m. of width (10kb)** and **signature** having **2.5 c.m. of height and 7.5 c.m. of width (10kb)** in **jpg format** for uploading the same at relevant space in the On-line Application.
- (d) **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/201819/1/11111**). By clicking **'Show Application Preview'** Button, on-screen preview of the Application will be displayed.
 - 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.

Note: Please ensure that the 'Scanned Signature' of the Candidate alone should be uploaded, as the same will be verified by the High Court, at each stage, and if the same does not match with the signature of the Candidate, at the time of successive verifications during the Recruitment Process, his/her Candidature is likely be rejected forthwith.

- 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) The Candidate is now required to pay the requisite Fees by clicking "Print Application/Pay Fee" Button. Carefully follow the Instructions / Help given thereat. Select the Mode of Payment i.e. On-line Payment or Offline-Cash (Challan will be generated On-line, by Selecting 'Cash' Option).
- Note :**
- (a) If 'Cash' (Offline) Option is selected, Candidate is required to take the printout of 'Challan' in **TWO copies**, generated through SBI e-Pay and pay the Fees at any of the SBI Branch by submitting the said Challan to the Bank.
 - (b) **ONLY After Payment** of requisite **Examination Fees**, through either Mode i.e. On-line (**from 01/12/2018 to 15/12/2018**) or Offline (Cash-Challan) (till the Challan Expiry Date), Confirmed On-line Application shall be considered as **VALID**.
- 13) 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.
 - 14) **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.
- (e) **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.
 - (f) A Candidate shall not apply **more than once**, for any reason at all.

11. GENERAL INSTRUCTIONS :

- (a) Candidates born **between 15/12/1983 and 15/12/2000** 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.

- (c) The Candidate who has **successfully submitted CONFIRMED Online Application & paid the requisite Examination fees**, shall only be eligible for appearing at the Written Test and/or Viva-voce Test, subject to their qualifying thereat.
- (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 be **required to download** his/her **e-Call-letter** from the Websites **<https://hc-ojas.guj.nic.in>**, 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.

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- (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.
- (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 **suitable** 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) Applications which do not comply with the 'Instructions' shall be summarily rejected.
- (p) 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 'Online Application'** alongwith e-Receipt/Challan.
- (ii) **School Leaving Certificate** or **Birth Certificate** issued under Birth & Death Registration Act.

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- (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.
- (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) *(To be issued in last 6 months)*
- (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).
- (q) **Candidates should not contact the High Court Registry by Phone calls/ Personal Visits**, for making general queries. They should keep checking the High Court-OJAS Websites for updates, and/or 'Detailed Advertisement'/SMS Alerts on their registered Mobile/Cell Number. **No Phone Calls / Personal Visits, shall be entertained.**

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 :-29/11/2018**

**Sd/-
I/c. Registrar (Recruitment)**