

**HIGH COURT OF CHHATTISGARH, BILASPUR****APPLICATION FOR THE POST OF  
LEGAL ASSISTANT****Abridged Advertisement**

Applications for contractual engagement for one year on 20 posts of Legal Assistant in the High Court of Chhattisgarh, Bilaspur on a fixed honorarium of Rs. 30,000/- per month, are invited from fresh Law Graduates who are between the age of 21 years to 30 years as on 01.01.2023. The last date for submission of application forms **is 16.06.2023**. The application forms may be downloaded from the official website of High Court of Chhattisgarh.

<b>Category</b>	<b>Number of posts</b>
UR	10 (Including 03 for women)
SC	03
ST	04 (Including 01 for women)
OBC	03
<b>Total</b>	<b>20 Posts</b>

Eligibility, application forms, conditions of engagement and detailed instructions for the guidance of the candidates are available on the website of the High Court (<https://highcourt.cg.gov.in/>).

Sd/-  
**(Arvind Kumar Verma)**  
REGISTRAR GENERAL

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

ADV. NO.- 02/Legal Assistant/23

LAST DATE: **16.06.2023**  
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. However, the term may be terminated at any time, without any notice.

**Number of Vacancies: 20**

**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.
- (2) Those who have already worked as Legal Assistants will not be eligible to apply again.

**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/-**  
**(Arvind Kumar Verma)**  
REGISTRAR GENERAL