

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/1320/2014(II)

Starting date for submission of On-line Application	01/08/2014 (12.00 Hrs.)
Closing date for submission of On-line Application	15/08/2014 (23.59 Hrs.)
Download 'e-Call-letters' for Preliminary Examination	25/08/2014 (12:00 Hrs. onwards)
Date of Preliminary Examination	30/08/2014 (Saturday)
Downloading of 'On-line Application'	Preceding week of Viva-voce Test
Viva-voce Test (Oral Interview)	Tentatively in the month of September 2014

1. VACANCY AND PAY- SCALE :-

- (a) The High Court of Gujarat invites **On-line Applications** from the Candidates with **Degree in Law**, for filling up, **08 posts** in the cadre 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.
- (b) **On-line Application Module** alongwith the detailed '**Instructions**' for submission of On-line Applications, shall be made available on the High Court Website **www.gujarathighcourt.nic.in** and/or HC-OJAS Web-site **<http://hc-ojas.guj.nic.in>** from **01/08/2014 (12:00 Hrs.)** to **15/08/2014 (23:59 Hrs.)**

2. ELIGIBILITY CRITERIA :-

The Candidate having the below-mentioned Qualifications, will be eligible :-

(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 language, which would therefore, require acquaintance of the vernacular Language.

(c) Age-limit :-

Candidates born **between 30/07/1996 and 30/07/1979** 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.

3. RESERVATION :-

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

4. 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.

5. REMUNERATION :-

The Candidates selected shall be 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.

6. FEES AND MODE OF PAYMENT :-

(a) The candidates are required to remit the Application Fees of **Rs. 200/-** plus Bank Charges in the **Current Bank Account No. 30725811785**, held in the name of the **Registrar General, High Court of Gujarat, Sola, Ahmedabad**, maintained with the State Bank of India, High Court Complex Branch, 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 01/08/2014 to 15/08/2014 during Bank working days and hours.**

(b) Fees once remitted, into the concerned Account, **shall not be refunded or adjusted** for any subsequent Recruitment Process, under any circumstances.

7. 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.

8. 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 Chief Justice.
- (k) Legal Assistant shall, upon acceptance of his/her appointment as such, **undertake in writing to abide by these 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.

9. SELECTION PROCESS :-

[A] Preliminary Examination - 'Computer Based (Online) Examination System: (To be conducted on 30/08/2014)

- (a) The Preliminary Examination based on a '**Computer Based (Online) Examination System**' of **100 marks with 2 hours** duration with **Negative Marking i.e. 0.25** for each **Wrong Answer**, based on the following **Syllabus :-** .

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 & English Comprehension
11. Computer Skills/Applications knowledge
12. General I.Q. Test

- (b) The **Language** of Question Paper of Preliminary Examination will be **English**.

- (c) **Preliminary Examination will be conducted on a 'Computer Based (Online) Examination System'**, hence, the **evaluation is done by software** after final Submission of the Examination by the candidate, **hence the question of rechecking does not arise**.

- (d) In case large number of Candidates, in the Preliminary Examination (Screening Test), the High Court shall restrict the number of Candidates to be called for Viva-voce Test to **3 times** the number of vacancies according to Merit.

[B] Viva-voce Test : (Tentatively to be conducted in the Month of September, 2014)

- (a) Viva-voce Test shall be of **50 Marks**.
- (b) Personality, Aptitude and Orientation, Computer Application Skills, People Skills, Communication Skills, Legal Knowledge of a candidate shall be given weightage at the Viva-voce Test (Oral Interview).
- (c) For being eligible to **be included in the Select List**, the candidate shall have to **obtain minimum 40% Marks in the Viva-voce Test**.
- (d) Selection of candidates shall be made on the basis of **aggregate marks** obtained by the candidates in the **Preliminary Examination & Viva-voce Test**.

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

10. 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 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 married a **man** already having **another** wife.

11. GENERAL INSTRUCTIONS :-

- (a) Candidates born **between 30/07/1996 and 30/07/1979** shall be eligible to apply.
- (b) The Candidates who have **successfully submitted Online Applications** shall only be eligible for appearing at the Preliminary Examination and/or Viva Voce Test.
- (c) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Preliminary Examination and/or Viva Voce Test will be final. No candidate, to whom ‘**e-Call-letter-cum-Admission Slip**’ have not been issued by the Recruiting Authority, shall be allowed to appear for the Preliminary Examination and/or Viva Voce Test.
- (d) The candidates shall have to appear **at their own expenses** for the Preliminary Examination (Screening Test) and/or Viva-Voce Test, if called for, at the place and time that may be decided by the High Court.
- (e) The list of **eligible candidates** will be placed on the High Court website.
- (f) Candidate shall be **required to download** his/her ‘**e-Call-letter-cum-Admission Slip**’ from the **Gujarat High Court Websites www.gujarathighcourt.nic.in AND <http://hc-ojas.guj.nic.in>**, by using his/her **Application No., Confirmation No. and Date of Birth**, for appearing at the respective Examination/ Viva-voce and the same will be intimated at the relevant time, through Press-Note/SMS.

- (g) Candidate shall produce, at the time of appearing for the Preliminary Examination Test and/or Viva-voce, **Identity proof** i.e. Card issued by the Election Commission of India or Bar Council of the State or PAN Card or valid Driving License or Aadhar Card and **‘Cash-voucher’ in original + one copy along with the ‘e-Call Letter-cum-Admission Slip’**.
- (h) **Entry in Compound of Examination Centre** with Mobile, Tablet, Laptop and other Examination Materials is strictly prohibited. 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., influencing any person concerned with the **Preliminary Examination or Viva-voce Test (Oral Interview)** will be debarred from appearing for **Preliminary Examination or Viva-voce Test (Oral Interview)**, as the case may be, for that examination or any number of years or permanently, as may be decided by the High Court.
- (i) **Result** of all examinations will be made available on the High Court website and/or by any other mode that may be decided by the High Court.
- (j) **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.
- (k) The High Court reserves the right to adopt appropriate **method of shortlisting** the candidates at any stage.
- (l) The selected candidates will not be appointed unless the **Medical Authority** specified by the High Court certifies them to be fit to discharge their duties required for the post.
- (m) Candidates making payment of Fees shall remit the amount in Current Bank Account No.**30725811785** of State Bank of India, High Court Complex Branch, 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 the Advertisement** which can be downloaded from the website **www.gujarathighcourt.nic.in** AND **http://hc-ojas.guj.nic.in** and **collect from the Bank, the Cash Voucher, marked as ‘Office Copy’ and ‘Candidate’s Copy’** with the unique Deposit Journal Number assigned by the Bank and preserve the same. Candidates must ensure that on deposit of Fee, the Bank issues them a receipt which invariably mentions (i) Deposit Journal Number (ii) Branch name (iii) Branch Code Number, (iv) Date of deposit and (iv) Bank charges, etc.
- (n) While applying Online for the post, the applicant should ensure that he/she fulfils the **eligibility and other norms** mentioned above and that the particulars furnished by him/her are **correct** in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the

eligibility norms and/or that he/she has suppressed / twisted or truncated any material facts, his/her candidature will stand cancelled. If any of these shortcomings is detected even after appointment, his/her contract will be liable to be terminated.

- (o) Candidate should preserve his **Application Number** and **Confirmation No.** / **PIN Number** after submitting Online Application, for future correspondence as well as for downloading the Call-Letters for appearing at Written Test and/ or Viva-Voce.
- (p) 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 on the application.
- (q) The Candidate shall fill up the required **data** in the application in accordance with the '**Instructions**'.
- (r) A Candidate shall not apply **more than once**, for any reason at all.
- (s) Candidate should keep **two** print outs of the Online Application, for his/her record and future requirement.
- (t) Applications which do not comply with the '**Instructions**' shall be **summarily rejected**.
- (u) **At present, candidates are not required to send** copies of any testimonial/ document to the High Court. They should produce **print out of the Online Application** along-with following **original testimonials as well as one set of self attested Xerox copies thereof and recent passport size photograph, at the time of Viva voce** to be conducted by the High Court :-
 - (i) 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, Graduation, Final Year of Graduation in Law (LL.B.), Post Graduation, (LL.M.), or 5 Year's integrated Law Course.
 - (iv) **Government Gazette**, showing change in name/surname etc, if any.
 - (v) **Certificates relating to experience, if any.**
 - (vi) **Certificates possessing Basic Knowledge of Computer Application/Operation.**
 - (vii) **Certificates** from two Respectable Persons or Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying of his / her good moral character (original).
 - (viii) **Identity proof i.e.** Card issued by the Election Commission of India or Bar Council of the State or PAN Card or valid Driving License or Aadhar Card.

12. HOW TO APPLY :-

- (a) All eligible Candidates after payment of their respective Examination Fees in the Bank Account as mentioned in **Para No. 6** above, should apply '**On-line**', through the link provided in High Court Website **www.gujarathighcourt.nic.in** OR **http://hc-ojas.guj.nic.in** in the prescribed format from **01/08/2014 to 15/08/2014**.
- (b) Candidates should have his / her own 'registered' **Mobile Number** and the same should be kept active during the entire Recruitment Process, as '**SMS**' alerts for the Tests, are also likely to be notified on the Mobile Number, registered in the 'On line' Application.

(c) **Steps for submitting 'On-line Application' from 'OJAS' Module :-**

- Fill up all the Fields given in **On-line Application Format**, carefully as per the **Instructions**, after thoroughly reading & understanding the entire **Detailed Advertisement &** all the Instructions.
- '**Save**' your 'On-line Application', by clicking on '**Save**' button.
- Thereafter, a **new window** will be opened which displays Candidate's Application Number. This means, the Application is saved successfully. Candidates shall, note down the entire string of the Application Number (e.g. **HCG/201314/2/1111**). In this window, by clicking "**Show Application Preview**" Button, preview of the Application will be displayed on the screen of the Computer.
- Thereafter, by entering his/her **Application Number and Date of Birth**, the candidate is required to Upload his/her '**Scanned passport size Photograph**' (latest) and '**Scanned Signature**', in the stipulated size & format [refer para 11 (p)]. The Candidate shall ensure that, the uploaded 'Photograph' & 'Signature', are distinctly recognizable, after uploading.

Note : Please note that the '**scanned signature**' of the **Candidate concerned**, shall ONLY be uploaded, which shall be verified at each stage, and if the 'scanned signature', does not match with the signature of the Candidate, at the time of successive verifications during the Recruitment Process, his/her Candidature shall be liable to be rejected.

- If necessary, by using the said Application Number & Date of Birth, a candidate can edit his/her 'On-line Application' through '**Edit Application Button**' until he/she '**Confirms**' the 'Online Application', by clicking at the '**Confirm Application**' icon. Please note that, after such '**Confirmation**', further editing of one's 'Online Application', **will not be permitted by the System**.

- Please note that only after such '**Confirmation**', the 'System' will register your 'Online Application'.
 - Thereafter, Candidate should ensure that he/she receives a System generated '**SMS - communication**' conveying his/her Confirmation Number, on the 'registered' **Mobile Number**, which should be preserved by the Candidate till the end of the Recruitment Process.
 - At the end of the process, the Candidate shall take '**Print- outs**' of his/her '**Confirmed Application**' by clicking "Print Application" Tab of the Main Menu.
- (d) The Candidates shall fill up the required data in the '**On line**' Application in accordance with the '**Instructions**'. Applications which are not in accordance with the '**Instructions**', shall be summarily rejected.
- (e) Take a 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.

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

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 :- 30/07/2014**

**Sd/-
(P.R. Patel)
Registrar (Recruitment & Finance)**

No.RC/1320/2014 (II)	CASH VOUCHER	BANK COPY
<p style="text-align: center;">Recruitment of LEGAL ASSISTANTS, on the establishment of the High Court of Gujarat - 2014</p> <p>Applicant's Name : _____</p> <hr/> <p style="text-align: center;">STATE BANK OF INDIA</p> <p>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. 200/- for all Candidates</p> <p>Bank Charges : Rs. _____ (To be paid by the Candidate) } (Non-refundable)</p> <p style="text-align: right;">Authorized Signatory Stamp</p> <p># Fee receiving branch is advised to write the Deposit Journal No. invariably.</p>	

----- Cut Here ----- Cut Here -----Cut Here -----

No.RC/1320/2014(II)	CASH VOUCHER	OFFICE COPY
	(To be submitted to the High Court at the time of Oral Interview)	
<p style="text-align: center;">Recruitment of LEGAL ASSISTANTS, on the establishment of the High Court of Gujarat - 2014</p> <p>Applicant's Name : _____</p> <hr/> <p style="text-align: center;">STATE BANK OF INDIA</p> <p>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. 200/- for all Candidates</p> <p>Bank Charges : Rs. _____ (To be paid by the Candidate) } (Non-refundable)</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;"> _____ <small>(Signature of Supervisor at Preliminary Examination)</small> </div> <div style="border: 1px solid black; padding: 5px; width: 45%; text-align: center;"> _____ <small>(Signature of Supervisor at Viva-voce Test)</small> </div> </div>	

----- Cut Here ----- Cut Here -----Cut Here -----

No.RC/1320/2014 (II)	CASH VOUCHER	CANDIDATE COPY
<p style="text-align: center;">Recruitment of LEGAL ASSISTANTS, on the establishment of the High Court of Gujarat - 2014</p> <p>Applicant's Name : _____</p> <hr/> <p style="text-align: center;">STATE BANK OF INDIA</p> <p>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. 200/- for all Candidates</p> <p>Bank Charges : Rs. _____ (To be paid by the Candidate) } (Non-refundable)</p> <p style="text-align: right;">Authorized Signatory Stamp</p> <p># Fee receiving branch is advised to write the Deposit Journal No. invariably.</p>	