



## **HIGH COURT OF MADHYA PRADESH: JABALPUR**

(Exam Cell)

### **ADVERTISEMENT** **FOR ENGAGEMENT OF** **LEGAL ASSISTANT/LAW CLERK-CUM-RESEARCH ASSISTANTS-** **2022-2023**

(For High Court of Madhya Pradesh purely on Contractual assignment)

Advertisement No. – 1198

Exam/Law Clerk/2022 – 2023

Dated- 05.09.2022

Start Date of submission of Application Form – 07/09/2022 (12:00 PM)

Last Date of submission of Application Form – 23/09/2022 (11:55 PM)

Date & Time of Interview – to be notified later

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Only Online Applications through the official website of High Court of Madhya Pradesh, [www.mphc.gov.in](http://www.mphc.gov.in), are being invited for 55 posts of Legal Assistant/Law Clerk-cum-Research Assistant for High Court of Madhya Pradesh on purely Contractual Assignment. Selection to these posts and conditions of service will be governed by High Court of Madhya Pradesh Services (Recruitment, General Conditions of Services, Conduct, Classification, Control and Appeal) Rules, 2017 and “Scheme for engaging Legal Assistant/Law Clerk-cum-Research Assistant on Contractual assignment in the High Court of Madhya Pradesh, 2022” available on the official website of High Court of Madhya Pradesh.

The numbers of vacancies may vary, depending upon the exigency of the situation.

#### **1. Term and nature of engagement:-**

- (i) Legal Assistant/Law Clerk-cum-Research Assistant shall be engaged purely on contractual basis and their term of assignment shall normally be from 15<sup>th</sup> June till 15<sup>th</sup> May of the next year.

However, the term of assignment may altered by the decision of Hon'ble Chief Justice.

- (ii) The term of assignment may be extended further for such period as may be considered appropriate.
- (iii) The contractual assignment shall not confer upon the Legal Assistant/Law Clerk-cum-Research Assistant any right/claim for regular appointment or continuance beyond the period of engagement in the High Court.
- (iv) A Legal Assistant/Law Clerk-cum-Research Assistant who wants to leave the assignment before expiry of assignment session shall be required to give one month's prior notice in writing through the Secretary of the Hon'ble Judge with whom he/she is attached as Legal Assistant/Law Clerk-cum-Research Assistant.

## **2. Essential Qualifications:-**

- (i) The candidate must be a law graduate (as on the date of appearing for interview) having a Bachelor's Degree in Law from National Law University or Bachelor's Degree in Law (05 or 03 years course) from any recognized School/College/University/Institute established by law in India and recognized by the Bar Council of India for enrolment as an Advocate.
- (ii) Candidate studying in the fifth year of the Five-Year integrated Law Course are also eligible to apply, subject to furnishing proof of Law graduate at the time of interview for Legal Assistant/Law Clerk-cum-Research Assistant.
- (iii) The candidate must have basic knowledge of computer M.S. Office/Open Office/Ubuntu OS including retrieval of desired information from internet, online law journal, legal softwares and various search engines/processes.

## **3. Age Limit and Nationality:**

- (i) A candidate must not be below the age of 18 years and above 35 years as on the last date of receipt of applications.
- (ii) He must be a citizen of India.

4. **Disqualification:**

- (i) A candidate must not be a practicing advocate nor engaged/appointed elsewhere on honorarium/payment basis.
- (ii) A candidate should not have been involved in any criminal case, whether convicted or against whom criminal trial is pending. A declaration in this behalf shall be made by the candidate.

5. **Character:**

The candidate must have absolute integrity, honesty and good moral character.

6. **Working Hours:**

A Legal Assistant/Law Clerk-cum-Research Assistant shall be required to attend office of the concerned Hon'ble Judge from 10.00 A.M. to 6.00 P.M. with recess period of half an hour. Legal Assistant/Law Clerk-cum-Research Assistant may also be required to attend office on a Gazetted/Local holiday, if so required, for performing official duties.

7. **Duties and Responsibilities:**

The Legal Assistant/Law Clerk-cum-Research Assistant shall perform such duties as directed by the Hon'ble Judge concerned and perform such other duties as may be assigned by the Registrar General/ Principal Registrar/ Registrar from time to time.

8. **Procedure and Direction for submitting Online Application Form:-**

Candidates are required to log on website of [www.mphc.gov.in](http://www.mphc.gov.in) and to click on "Recruitment/Result" tab, then click on Online Application forms / Admit Cards and then **Legal Assistant/Law Clerk-cum-Research Assistants-2022-2023**. Thereafter the candidate will find three links :-

- (1) Advertisement
- (2) Registration
- (3) Application

The Candidate will have to click on Advertisement and read the instructions carefully. Thereafter the candidate shall click on "Registration" link and after

filling the required information he/she will get the User ID and Password on his/her Registered Mobile No. and E-mail ID to fill up the Application Form (Schedule-I) and to upload signature and recent Colour Photo in the last "Document Upload" tab. After filling all the entries the candidate may preview the form details and click on "Submit" button only if he/she is satisfied that entries made in the form are true and correct.

**9. Admit Cards :-**

Admit Cards/Hall Tickets for Personal Interview containing necessary instructions may be downloaded by the candidate applying same User Id and Password to login which was created while filling the application form. Breach of any necessary instruction by candidate shall disentitle him/her to further participate in examination process. Admit cards shall be made available atleast **07 days prior** to the date of Examination/Interview on the official website High Court of Madhya Pradesh ([www.mphc.gov.in](http://www.mphc.gov.in)).

**10. Process and Method of Selection:-**

- (i) Applications submitted on or before the last date for receipt of applications and found to be in order in all respects will be proceeded further.
- (ii) The candidate shall bring his/her Online application form & self-attested copies of all the relevant/ necessary documents on the schedule date & time of interview.
- (iii) The applicants who are found eligible for the assignment of Legal Assistant/Law Clerk-cum-Research Assistant shall be required to undergo Interview to be held at Jabalpur, Indore and Gwalior (at all or one or more places), as the case may be.
- (iv) The Interview shall be for **100 marks** and a candidate has to secure **minimum 50% marks** in interview to be finally selected subject to merit & number of seats.
- (v) On the basis of bio-data and the marks secured by the candidates in the Interview, a merit list of candidates shall be drawn to be kept

on the panel of Legal Assistant/Law Clerk-cum-Research Assistant for assignment during the next assignment session.

- (vi) The merit list of candidates shall be placed for approval before Hon'ble Chief Justice. The candidates whose names are approved for giving assignment shall be put in a Panel as per merit and they shall be assigned duties as per requirement.
- (vii) If any candidate on the panel either expresses his/her unwillingness to take up the assignment or even after giving his/her willingness does not turn up to take up the assignment on the appointed date and time without any intimation, his/her candidature will be cancelled without any notice to him/her and no correspondence in this regard will be entertained.
- (viii) After declaration of Result, Candidates can see their marks and download their Score Card by Log-in with their User I.D. & Password.

**11. Travelling Expenses :-**

No Travelling Expenses or allowances will be payable to any candidate for appearing in Interview.

**12. Corrigendum :-**

At any time after the recruitment process has started if any Clarification, Modification *etc.* is required to be made on the part of High Court then it may be done by porting a corrigendum on the official website of MP High Court. Porting of corrigendum on official website shall be deemed as sufficient notice to all candidates / aspirants and no objection shall be entertained on the ground that candidate was having no information of such corrigendum.

**13. Consolidated remuneration:**

A fixed consolidated remuneration of Rs.20,000/- per month without any dearness or other allowance/perquisites shall be paid to the Legal Assistant/Law Clerk-cum-Research Assistant.

**14. Attendance and Leave:**

- (i) The Legal Assistant/Law Clerk-cum-Research Assistant shall be granted leave of absence as may be approved by the Hon'ble Judge with whom he/she is attached subject to a maximum of 08 days per term of assignment.
- (ii) The Secretary to the Hon'ble Judge shall maintain proper account of the attendance and leave of absence of the Legal Assistant/Law Clerk-cum-Research Assistant and shall send the same to the Registrar (Administration) on last working day of each month.
- (iii) Legal Assistant/Law Clerk-cum-Research Assistant will not leave the headquarters without seeking permission from the Hon'ble Judge concerned.
- (iv) Legal Assistant/Law Clerk-cum-Research Assistant will not avail leave without getting it sanctioned, in advance. In case of emergency, he/she will immediately contact and convey the Secretary to the Hon'ble Judge concerned of his/her inability to attend office.
- (v) Legal Assistant/Law Clerk-cum-Research Assistant shall maintain punctuality in attending to his duties.

**15. Undertaking:**

On selection, the Legal Assistant/Law Clerk-cum-Research Assistant shall submit an undertaking to Registrar (Administration) in the format prescribed in Schedule-II.

**16. Termination of assignment:**

The assignment of Legal Assistant/Law Clerk-cum-Research Assistant shall be liable to premature discharge at any time without assigning any reason or prior notice.

**17. Certificate:**

- (i) On successful completion of term of assignment, a Certificate will be issued by the Registrar (Administration) in the form as prescribed in Schedule-III.
- (ii) If the assignment is terminated before completion of the term due to pre-mature discharge by the High Court of M.P. or due to voluntarily giving up of the assignment, no such Certificate shall be issued.

Jabalpur  
Dated - 05.09.2022

  
(RAMKUMAR CHOUBEY)  
REGISTRAR GENERAL