

**THE GAUHATI HIGH COURT LEGAL SERVICES COMMITTEE**  
**(PRINCIPAL SEAT), GUWAHATI**

**ADVERTISEMENT**

Dated, Guwahati 5<sup>th</sup> March, 2019.

No. **GHCLSC-08/2019/1190** Applications are invited from Indian citizen (as defined in Article 05-06 of the constitution of India) for filling up of the following posts in the Gauhati High Court Legal Services Committee, Gauhati High Court, Guwahati, on **contract basis for a period of 6 (six) months (extendable)**.

Sl. No.	Name of Post	Number of Post	Qualification	Honorarium
1.	Legal Assistant (Contractual) (As per NALSA Scheme Vide NALSA Letter No. L/36/2017/NALSA, Dtd.25/4/2018)	1(one)	Bachelor's Degree in Law from a Recognized University	Rs.25,000/- (Rupees Twenty Five Thousand) Fixed per month

The Prescribe format of Applications along with two passport size photo and all relevant documents may be forwarded to **Secretary, Gauhati High Court Legal Services Committee, Gauhati High Court Old Block, 2<sup>ND</sup> Floor, Guwahati, 781001.**

**The Legal Assistant shall, inter alia, perform the following work:**

- i. Keep track of all the applications seeking legal aid by convicts through HCLSC on daily basis and maintain data base in soft form.
- ii. Obtain all the documents, preferably soft form, and information of the convicts which are required for filing of appeals before the Supreme Court or the High Court.
- iii. Collect documents of trial courts translated in English immediately.
- iv. Keep track of cases on daily basis in which conviction has been upheld by the High Court.
- v. Get all the documents in digitized format and send to the Supreme Court Legal Services Committee through E-mail, if required by the SCLSC or the convict applies for legal aid in SCLSC through HCLSC.
- vi. Keep regular follow up with the SCLSC and keep track on progress in assigning, finalizing the draft, Appeal and filing of the Appeal including preparation of complete paper book with the requisite translation.
- vii. Any other function, which may be required.

**General Information:-**

1. The last date for submission of applications will be on **20.03.2019** during office hours at the office of the Gauhati High Court Legal Services Committee at Guwhati.
2. Applications received after the last date of submission due to postal delay or any other reason will be summarily rejected.

3. Eligible applicants will be selected for the post through mode of Personal Interview (Date to be Notified).
4. No TA/DA shall be paid to the applicants for attending the Personal Interview.
5. Incomplete application shall be rejected without assigning any reasons.
6. In case of any objection regarding selection of Legal Assistant the decision of the Chairman, Gauhati High Court Legal Services Committee, Guwahati shall be final and binding on all concerned.

**ENCL: APPLICATION FORM**

By Order  
5/3/19

(M. K. Kalita)

**Registrar (Vigilance),GHC**

**-Cum-Secretary, Gauhati High Court  
Legal Services Committee (Principal Seat)**

**Copy forwarded for information and necessary action:-**

1. The Registrar General, Gauhati High Court, Guwahati.
2. The Registrar (Admn./Judl.), Gauhati High Court, Guwahati.
3. The Joint Registrar, \_\_\_\_\_, Gauhati High Court, Guwahati.
4. The Secretary to the Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
5. The Member Secretary, Assam State Legal Services Authority.
6. The System Analyst, Gauhati High Court, Guwahati.  
He is directed to upload the notice immediately in the official web site of the Gauhati High Court & Gauhati High Court Legal Services Committee.
7. The Private Secretary to Hon'ble Mr. Justice Suman Shyam.

5/3/19

**Registrar (Vigilance),GHC**

**-Cum-Secretary, Gauhati High Court  
Legal Services Committee (Principal Seat)**



**THE GAUHATI HIGH COURT LEGAL SERVICES COMMITTEE**  
**2<sup>ND</sup> FLOOR, GAUHATI HIGH COURT OLD BLOCK**  
**MG ROAD, GUWAHATI- 781001.**

**APPLICATION FORM FOR LEGAL ASSISTANT**

Application No. \_\_\_\_\_  
(For Office Use)

Paste latest passport size photograph & signature in the same manner that you appear on the form and part on the photograph

1. Applicant's Name : \_\_\_\_\_  
(In Block Letters)

2. Father's / Husband's Name: \_\_\_\_\_  
(In Block Letters)

3. Date of Birth : \_\_\_\_\_

4. Gender : \_\_\_\_\_

5. Present Address : \_\_\_\_\_  
(In Block Letters)

6. Permanent Address : \_\_\_\_\_  
(In Block Letters)

(a) Mobile No. :(1) \_\_\_\_\_

(2) \_\_\_\_\_

(b) E-mail Id : \_\_\_\_\_

7. Educational Qualifications:

Course	Name of Board/University	Year of Passing	Pass% (Aggregate)

8. Experience (if any) \_\_\_\_\_

9. Enrolment No. (For Lawyers) \_\_\_\_\_

(Attach an attested copy of enrolment certificate)

10. Whether any Criminal Case/ disciplinary case/complaint are pending against the applicant with any Court/ Authority?

(a) Yes  No

(b) If yes, please specify:-

\_\_\_\_\_

(Signature of the Applicant)

DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false /incorrect at any stage, my candidature is liable to be cancelled. I have read and understood the instructions and terms and conditions of the recruitment and agree to abide by those.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

(Signature of the Applicant)