

THE GAUHATI HIGH COURT AT GUWAHATI
[HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH]

A D V E R T I S E M E N T

No. HC.V-26/2017/৫৯১ /Estt.

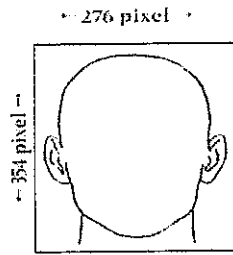
Dated Guwahati the 8th June, 2017

1. Online applications are invited and will be received till 5 P.M. of **03.07.2017** from eligible candidates for temporary engagement of 10(ten) Law Clerks in the Principal Seat of the Gauhati High Court at a consolidated pay of Rs. 10,000/- (Rupees ten thousand) p.m.

<i>Important Dates</i>		
<i>Sl. No.</i>	<i>Description</i>	<i>Date</i>
1.	<i>Submission of Online Application starts from</i>	<i>19.06.2017</i>
2.	<i>Last date for Submission of Online Application.</i>	<i>03.07.2017(till 5 p.m.)</i>

2. **AGE**:-Candidate must not be less than 18 years and more than 38 years of age as on **01.06.2017**
3. **ELIGIBILITY CRITERIA:**
- (a) Candidate must be a Graduate/ Post Graduate in Law or Doctorate in Law from any recognized University in India.
- (b) Candidate practicing at the Bar or having professional experience or literary works in Law to their credit would get preference.
4. **SELECTION PROCESS:** The process of selection of candidates will be as follows:
Stage 1: Written Examination(Objective type multiple choices) covering English, General Intelligence and Law in the pattern of 30+ 20+50 questions respectively of 100 marks will be conducted for one and half hour duration. There will be no negative marks for wrong answer.
Stage 2: Viva-Voce- 20 marks.
5. **HOW TO APPLY:** Before applying online, candidates must possess a valid e-mail ID and Mobile Number which are mandatory for registration. E-mail ID should be kept active. Registration Code will be sent through the registered e-mail ID.
- Phase 1: (a) Log on through the website www.ghconline.gov.in and click on "Online Application for temporary engagement of Law Clerk".
(b) Click on "New Registration". Provide the required information in that page, and then click "Submit Registration". The system will generate a Registration Code which will be displayed below the "Submit Registration" button. Though the system is designed to send e-mail immediately acknowledging the Registration Code and corresponding Date of Birth, sometimes due to network congestion, the e-mail may not be delivered. Hence, candidates are requested to note down the Registration Code carefully.
The combination of Registration Code and Date of Birth will be used as login details for next two Phases, i.e. Phase 2 and Phase 3.
- Phase 2: (a) Click "Update Candidate Details".
(b) Candidate has to provide his/her profile details and other candidature specific information and has to save the data by clicking the "Update Data" button. **No field box should be left blank.**
- Phase 3: Candidate has to upload his/her Photograph Image and Signature Image. The image format should be either .jpg, .png or .gif. No other image format will be accepted. The image size should be between **5 KB and 30 KB**. The dimension of the Photograph image and Signature image should be as indicated below:





The image of the Passport Photograph should be such that the face of the candidate covers at least 80% of the space of the photograph image, similarly the signature should cover at least 70% of space of the Signature image.

For uploading Passport Photo and Signature (both should be in image format as specified above),

- (a) Click "**Upload Photograph & Signature**".
- (b) The candidate should select the respective file using the "**Browse**" button and after selecting the file, he/she should click the "**Upload Passport Photo**" and "**Upload Signature**" button respectively to upload the file to server.
- (c) On successful uploading of photo & signature, the candidate should click the "Declaration check box". On clicking the Declaration check box on the page, the button **Submit Candidature** will turn green and will be activated for submission of candidature. Click on **Submit Candidature** to submit the application. No change in information filled in by the candidates will be allowed once the application form is submitted by clicking the "**Submit Candidature**" button. Therefore, before submitting Candidature, please ensure that all information, photograph and signature are uploaded as per the instructions.
- (d) After submission of candidature, the applicant will be able to take printout of the Application form and Acknowledgement receipt about his/her candidature.

For any query/complaint etc. please email to ghcestt@gmail.com, mentioning the Post Name in the Subject line and related Registration Code, Applicant Name, Father's Name alongside the grievance in the body of the e-mail.

6. No fee is required for submission of online application.

7. Application made in any other mode, except as indicated above, shall be summarily rejected without any communication.

8. Candidates are advised in their own interest to apply online well before the last date and not to wait till the last date, so as to avoid heavy load on internet or website.

9. Candidates need not submit any testimonial/certificate at the time of submission of online application. However, candidates have to produce their original testimonials regarding educational qualifications, date of birth etc. and two certificates or recommendations from the faculty of University/College where the candidate had studied and passed the qualifying examination at subsequent stages when asked for.

10. TERMS OF ENGAGEMENT:

- i. The attachment of Law Clerks would be for one year.
- ii. The engagement of a Law Clerk may at any time be terminated without assigning any reason if so recommended by the Judge under whom he/she would be working.
- iii. At the time of engagement, every Law Clerk would undertake in writing that he/she would strictly adhere to the code of conduct and the duties and functions of Law Clerks. In case of any breach thereof, his/her services may be terminated by the appointing authority after considering his explanation, if any, to the charge of such violation.
- iv. The Law Clerk shall be subject to the Rules as applicable to the employees of the Gauhati High Court as to conduct and in respect of matters not specifically provided.
- v. The Law Clerk shall not practice Law in any court or undertake to perform legal service to any client during his tenure as Law Clerk.
- vi. The Law Clerk shall refrain from political activities.

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8/6/17

11. DUTIES AND FUNCTIONS OF LAW CLERKS:

- a. The Law Clerk shall conduct such research as to facts and law on any case or cases pending before the Judge to whom he/she is attached as and when he/she is entrusted to do so by the Judge concerned. The Law Clerk would conduct the research in printed or in electronic form, statute, resolution, text etc. on the related question of law and report the result of such research to the Judge orally or in writing as required. In doing so, the Law Clerk would have to analyze various factual aspects and facets of law involved.
- b. The Law Clerk may participate in the oral discussion of the Judge in the residence of the Judge or in the Judges chamber or at the discussion amongst Judges who are hearing a case or have heard the case to the extent allowed by the Judge or Judges concerned.
- c. In any matter listed for final hearing before the Court the Law Clerk shall have to read the file in advance and prepare a brief containing a summary of the facts of the case, final decision of the Court below if any, the reasons therefore and the issues of fact or law thereon for adjudication. Such Bench memorandum would fairly represent the contentions of the respective parties without any bias in favour of one party or other. The Law Clerk in the memorandum would not express his/her opinion as to the correctness or otherwise of any plea of any of the parties, but may indicate as to whether a particular plea is supported by or is contrary to any documentary or oral evidence or any precedent of the Supreme Court or any High Court. The Law Clerk would be obliged to keep the contents of the Bench memorandum and his/her discussions with the Judge absolutely confidential.
- d. The Registry would also maintain absolute confidentiality of the Bench memorandum and follow a procedure by which even when files of the cases are circulated to the residences or chambers or Court halls, the Bench memorandum is kept absolutely confidential. Alternatively, a Bench memorandum would be maintained confidentially at the residence of the Judges only and in case of need for consultation therewith in Court, the Judge concerned would issue necessary directive(s) to the Law Clerk and the Court Master for production thereof.
- e. In any matter other than final hearing matters, the Law Clerks may prepare such synopsis of facts and conduct research on the law as may be required by the Judge.
- f. The Law Clerk must conduct necessary research in the Judges library of the High Court or the residential library of the Judge or other library or through internet and must keep themselves abreast with the latest precedents of the Supreme Court and of the High Courts, more particularly of this Court so as to be of maximum assistance to the Judge concerned as and when necessary.
- g. It shall be the duty of the Law Clerk to attend the residence of the Judge concerned in the mornings and evenings or on weekends and during holidays as may be directed by the Judge concerned.
- h. It shall be the duty of Law Clerk to attend the Court of the Judge concerned and take notes of the arguments of the counsel.
- i. The Law Clerk may verify the final Judgment prepared by the Judge to ascertain any omission to refer to some argument of the counsel or the errors as to the fact or grammar or construction of sentences. It shall be his/her duty to draw the attention of the Judge concerned to such omission or errors, if any.
- j. The Law Clerk shall also verify the citations of the precedents and compare the names of the respective parties therein. He/She shall also verify the correctness of the quotations from documents or judgments as set out in the final judgment of the Judge concerned.
- k. The Law Clerk would assist the Judge concerned in the preparation of any speech or presentation or address to be delivered by the Judge on legal matters in conferences, seminars, workshops, symposiums etc.


REGISTRAR [ESTABLISHMENT]

M. B. B. B.
08.06.17

Memo No. HC.V-26/2017/ 531^A/Estt.

Dated 08.06.2017

Copy to:

1. The Registrar (Vigilance/Admn/Judicial), Gauhati High Court, Guwahati.
2. The Registrar-cum- Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Joint Registrar (_____), Gauhati High Court, Guwahati.
4. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
5. The Assistant Registrar (_____), Gauhati High Court, Guwahati.
6. The System Analyst, Gauhati High Court, Guwahati for immediate uploading of the Advertisement in the High Court website in the home page with the caption:
"Advertisement for temporary engagement of Law Clerks"
7. PS to Hon'ble Mr. Justice _____ Gauhati High Court, Guwahati.
8. CA to the Registrar General, Gauhati High Court, Guwahati.
9. The Gauhati High Court Notice Board.
10. Order File.


Handwritten signature and date: 8/6/17

REGISTRAR (ESTABLISHMENT)

M. B. Bora
08.06.17