

**SCHEME FOR ENGAGING LEGAL ASSISTANT/LAW CLERKS-
CUM-RESEARCH ASSISTANT ON
CONTRACTUAL ASSIGNMENT IN THE HIGH COURT OF
MADHYA PRADESH**

In supersession of previous Scheme for engaging Legal Assistant/Law Clerks-cum-Research Assistant on short term contractual assignment, the High Court of Madhya Pradesh, makes the following Scheme with respect to engagement of Legal Assistant/Law Clerks-cum-Research Assistant purely on contractual assignment.

1. **Title:** The Scheme may be called "**Scheme for engaging Legal Assistant/Law Clerks-cum-Research Assistant in the High Court of Madhya Pradesh, 2022**".

2. **Term and nature of engagement:**

- (i) Legal Assistant/Law Clerks-cum-Research Assistant shall be engaged purely on contractual basis and their term of assignment shall normally be from 15th June till 15th May of the next year, however, the term of assignment may alter 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 Clerks-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 Clerks-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 Clerks-cum-Research Assistant.

3. **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 Clerks-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.

4. Age 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.

5. 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.

6. Character:

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

7.1 Process and Method of Selection:

- (i) Selection process for engaging Legal Assistant/Law Clerks-cum-Research Assistant shall be initiated by notifying requirement and inviting applications online, in the format as may be prescribed in Schedule-I from willing and eligible candidates by way of publishing an advertisement.
- (ii) The Examination Section of the High Court will invite applications from eligible candidates to be submitted online with scanned signature and photograph.

- (iii) 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.

7. Personal Interview:

- (i) The applicants who are found eligible for the assignment of Legal Assistant/Law Clerks-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.
- (ii) Hon'ble Chief Justice or a Committee constituted by Hon'ble Chief Justice or by the Hon'ble Judge to whom the Legal Assistant/Law Clerks-cum-Research Assistant is to be attached will interview the eligible candidates.
- (iii) The Interview shall be for **100 marks** and a candidate has to secure a **minimum of 50% marks** in interview to be finally selected.
- (iv) 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 Clerks-cum-Research Assistant for assignment during the next assignment session.
- (v) The merit list of candidates shall be placed for approval before the 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.
- (vi) 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.

8. 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 Clerks-cum-Research Assistant .

9. Attendance and Leave:

- (i) The Legal Assistant/Law Clerks-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 Clerks-cum-Research Assistant and shall send the same to the Registrar (Administration) on last working day of each month.
- (iii) Legal Assistant/Law Clerks-cum-Research Assistant will not leave the headquarters without seeking permission from the Hon'ble Judge concerned.
- (iv) Legal Assistant/Law Clerks-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 Clerks-cum-Research Assistant shall maintain punctuality in attending to his duties.

10. Duties and Responsibilities :

The Legal Assistant/Law Clerks-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.

11. Working Hours:

A Legal Assistant/Law Clerks-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 Clerks-cum-Research Assistant may also be required to attend office on a Gazetted/Local holiday, if so required, for performing official duties.

12. Conduct during and after term of assignment:

- (i) The Legal Assistant/Law Clerks-cum-Research Assistant shall maintain devotion to duty and a highest standard of morality during the term of assignment.

- (ii) The Legal Assistant/Law Clerks-cum-Research Assistant will not accept any other assignment during term of assignment as Legal Assistant/Law Clerks-cum-Research Assistant. He/She shall not practice as an Advocate in any Court of Law or attend Lawyer(s) office during the course of assignment as Legal Assistant/Law Clerks-cum-Research Assistant.

13. Undertaking:

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

14. Termination of assignment:

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

15. 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.

16. Relaxation:

Hon'ble Chief Justice may relax the application of the provisions contained in this Scheme to such an extent as may appear to be just and equitable.

17. Publication of the Scheme:

The Scheme shall be uploaded on the website of the High Court.

Sd/-
REGISTRAR GENERAL

SCHEDULE-I

**THE HIGH COURT OF MADHYA PRADESH,
JABALPUR**

APPLICATION FORM FOR SELECTION TO THE POST
OF LEGAL ASSISTANT/LAW CLERKS-CUM-
RESEARCH ASSISTANT PURELY ON
CONTRACTUAL BASIS

Passport
size photo

(Please read the instructions carefully, before filling the Application form)

- I. Candidate has to fill in the below mentioned details to receive the User ID and password on the registered E-mail address and Mobile No.
- II. Candidate can login with the User ID and password to complete the Application form details.
- III. Candidates shall see that the Application form is complete in all respects.
- IV. Candidate must provide correct Name, Date of Birth, Gender, Category, Domicile, Marital Status & Employment status of Govt./Pvt.) as these details would not be changed once the registration is complete.
- V. Candidate shall bring all relevant and necessary original documents alongwith their self attested copies at the time of Interview.

1. Name of Applicant in Block Letters:-.....
2. Father's Name:-
3. Mother's Name:-
4. Gender:-
5. Date of Birth:-

Age as on last date of submission of Application Form:-

Years.....Months..... Days.....

6. Education Qualification:-

Sr. No.	Qualification	Name of University/ Board	Passing year	Percentage/ Grade
1	10th/High School			
2	12th/ Higher Secondary			
3	Graduation			
4	LL.B. / B.A. LL.B.			

7. Marks Secured in LL.B./ B.A. LL.B.

Semester/ Year	Marks Secured	Maximum Marks	Semester/ Year	Marks Secured	Maximum Marks
I			VI		
II			VII		
III			VIII		
IV			IX		
V			X		

8 Additional Qualification (if any).....

9 Achievements in LLB,

1.....

2.....

3.....

10 Achievement in Co-curricular Activities

1.....

2.....

11. Are you domicile of M.P. (Please tick):-

Yes	No
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12. Category:-

13. Are you Specially abled (40% or above):-

Yes	No
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14. Are you an employee of Govt. of M.P/ Govt. of India:

Yes	No
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If yes, give details thereof

15. Marital Status

Single	Married	Widow	Destitute	divorced
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(Please tick):

16. Current Address :.....
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.....

17. Permanent Address :.....
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18. Mobile No.:-

19. E-mail Address:

20. Place of preference for assignment (Please tick): Jabalpur
Indore
Gwalior

21. Case details- whether you were ever arrested and/or convicted by a Criminal court or any criminal case is pending against you ? (if yes please mention details) :
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22 Why do you want to be appointed as Legal Assistant/Law Clerks-Cum-Research Assistant ? :-

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23. Have you applied or do you propose to apply for Judicial Service in State of Madhya Pradesh or any other state ?

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24. Are any of your relative a Judge or a Lawyer in the subordinate Judiciary or High Court in State of Madhya Pradesh or other State ?

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I do hereby solemnly and sincerely affirm that the statement made and the information furnished above are true to the best of my knowledge and belief. In the event of any information being found false in material particulars and/or incorrect or in-eligibility being detected, I may be disqualified and my candidature to post of Legal Assistant/ Law Clerks-Cum-Research Assistant may be cancelled.

Place..... Name of Applicant.....

Date..... Signature

Schedule-II

UNDERTAKING

I, do hereby undertake and accept that I have carefully read the SCHEME FOR ENGAGING LEGAL ASSISTANT/LAW CLERKS-CUM-RESEARCH ASSISTANT ON CONTRACTUAL ASSIGNMENT IN THE HIGH COURT OF M.P. and have fully understood the provisions contained therein. I undertake to be bound by the provisions contained in the above-said Scheme and in case of any violation of the same shall be dealt with as per the terms of Scheme. I will abide by the provisions contained in the Scheme.

Signature

Name

Schedule-III

HIGH COURT OF MADHYA PRADESH: JABALPUR

CERTIFICATE

Certified that Mr./Ms. _____ was granted contractual assignment as Legal Assistant/Law Clerks-cum-Research Assistant in the HIGH COURT OF MADHYA PRADESH Main Seat Jabalpur/Bench Indore/Gwalior with effect from _____ till _____ on a fixed monthly remuneration of Rs. 20,000/-.

REGISTRAR (ADMN.)