

2024

The High Court at Calcutta

Appellate Side

NOTICE

No 6275 - R (R & M)

Dated, Calcutta, the 11th July, 2024

Applications are invited from Indian nationals for the contractual posts of Law Clerk-cum-Research Assistant of the Hon'ble Judges of the High Court at Calcutta.

1. Eligibility:

- A. The candidate must be an Indian National and must have obtained LL.B degree from any recognized University of India, whether enrolled or not as an advocate with Bar Council of India or with any Bar Council of any State.
- B. Not less than 23 years and not more than 32 years as on the date of advertisement.

2. Appointment:

The eligible candidates may be required to appear at a written test and/ or a viva-voce examination for screening.

- The engagement of the Law Clerk-cum-Research Assistant shall be purely on contractual basis at a present consolidated remuneration of Rs. 35,000/- per month (*subject to change in terms of subsequent notification in that regard, if any*) without the person having any claim as an employee of this Court.
- The period of assignment can be terminated by the relevant Judge without any notice.

3. Duties:

- (i) A law clerk will be expected to assist the concerned Judge both in the judicial work and in administrative duties.
- (ii) A law clerk may be required by the concerned Judge to research on the law relating to any particular matter, assist in the preparation of articles and papers.
- (iii) A law clerk may be required by the concerned Judge to be present in Court to take notes of arguments and research on the citations.
- (iv) A law clerk will be expected to help in the preparation of judgments by the concerned Judge including correction and editing thereof.

- (v) A law clerk may be required to maintain case files and assist in Court and case management.
- (vi) A law clerk may be required to prepare statistical reports including as to timely delivery of judgments and such other matters that the relevant Judge may stipulate.

4. Tenure and Terms:

- (i) A law clerk will be engaged, subject to such clerk’s continued satisfactory performance, for a maximum period of two years, renewable for subsequent periods of a year each as may be mutually decided by the relevant Judge and the law clerk.
- (ii) A law clerk will have such leave of absence as may be approved by the relevant Judge, subject to a maximum of 10 days per year during the period of assignment.
- (iii) A law clerk will have to execute an undertaking in the appended form as acceptance of the assignment.

5. Application form:

Eligible candidates may submit neatly hand-written or typed applications on plain paper of legal size (8.5” x 14”), addressed to the **Registrar (Recruitment & Management), High Court, Appellate Side, Calcutta** giving particulars as under:-

- (1) Full name of the candidate (in capital letters), (2) Father’s/Husband’s Name, (3) Date of birth as on the certificate of 10th standard examination of any recognized Board/Institution, (4) Actual age as on the date of Advertisement, (5) Permanent address along with PIN code (6) Present address with PIN code, (7) Other qualifications, if any (8) Knowledge in Computer usage, (9) Mobile number(preferably two) (10)Valid e-mail ID (11) Educational qualifications in the following format:

Sl. No.	Name of the Examination	Name of the Board/ Institution	Year of passing	Percentage of the marks obtained	Remarks, if any

Full signature of the candidate with date must be given at the bottom of the application.

Essential Supporting documents required:-(1) Two recent and identical coloured passport size photographs duly signed by the candidate on the front portion of both (one to be pasted on the top right corner of the application and the other to be stitched/stapled with the application); (2) One self-addressed **(with PIN code)**

envelope of the size of 25 cm x 11 cm with postal stamp of **Rs. 45/-** affixed thereon (For sending Admit cards through speed post to the candidates). (3) Self-attested photocopies in support of date of birth, educational qualifications, knowledge in Computer.

6. Important Note:

Candidates chosen shall not have an automatic right of appointment and shall only be part of a pool created by the High Court for Law Clerk-cum-Research Assistants.

In case of any dispute, the decision of the Hon'ble The Chief Justice shall be final.

Submission of Application: Every application must be submitted in a closed envelope mentioning therein the post applied for on the left top corner of the envelope, which shall have to reach the following address by post or by hand within **4.30 P.M. on or before 14th August, 2024.**

**“Registrar (Recruitment & Management),
High Court, Appellate Side, Calcutta,
C/o. General & Establishment Section, Appellate Side,
Ground Floor, Main Building,
High Court at Calcutta”**

The applicant willing to submit his/her application by hand is to submit the concerned application in the Drop Box placed in front of the address as above mentioned.

Any application reaching the office after the last date shall not be considered, even though the same may have been posted well in advance.

For further information, all concerned are requested to follow Notification No. 4703-G dated, Calcutta, the 11th December, 2018 regarding the Law Clerk-cum-Research Assistant of the Hon'ble Court available on the Court's website www.calcuttahighcourt.gov.in.

For further announcements, all concerned are requested to follow the Court's website www.calcuttahighcourt.gov.in.

Sd/-

(Dr. Ashis Kumar Hazra)

**Registrar
(Recruitment & Management)
High Court, A.S. Calcutta**