

**HIGH COURT LEGAL SERVICES COMMITTEE
HIGH COURT OF UTTARAKHAND
AT NAINITAL
ADVERTISEMENT NO. 01/Legal Assistant/2019
Last Date: 26.08.2019
Till: 05 P.M.**

Applications are invited from Indian Citizens who are Law Graduates, for filling up of the post of Legal Assistant in the Uttarakhand High Court Legal Services Committee, Nainital, on contractual basis for a period of 6(six) months (*extendable upto 2 years on satisfactory work*). The honorarium payable will be Rs. 40,000/- per month with no Dearness and/or any other allowances and also without any other perquisite such as residential accommodation etc. However, the term may be terminated at any time, if the incumbent is found lacking.

Number of Posts : 01(One)

Duties & Responsibilities:

To Assist the committee in gathering complete information and documents about each person whose convictions are upheld by the High Court. The legal assistants should arrange for getting the documents translated through translators wherever necessary and to prepare complete paper books for further transmission to the Supreme Court Legal Services Committee. The Legal Assistants shall also be required to undertake any other official work including Legal Services Activities that may be assigned by the Committee.

Essential Qualifications :

1. Bachelor's Degree in Law from a Recognized University.
2. Basic knowledge of Computer Application/Operation.
3. Having good command in Hindi/English.
4. Experience of Court work. (Preferable)

Age Limit :

The candidate must have attained the minimum age of 22 years and must not have attained the age of more than 38 years as on 01.07.2019.

Selection Procedure :

For making selection, competence would be judged on the basis of an interview, which will be held at Nainital. Date, time and venue will be intimated later on.

Other Conditions of Engagement :

The Legal Assistant shall be governed by such rules of attendance, leave and other related matters as might be prescribed from time to time by the Hon'ble Chief Justice, High Court of Uttarakhand at Nainital.

Period of Engagement :

Appointment on the said post is purely contractual. The engagement shall be for a fixed term of six(6) months (extendable), which may be terminated without notice at any time.

Marital Status :

A candidate having more than one spouse will not be eligible.

Disqualification :

A candidate convicted in any kind of criminal case shall not be eligible.

How to apply ?

1. The application form can be downloaded from the web site of the High Court of Uttarakhand www.highcourtofuttarakhand.gov.in and may be sent along with a fee of Rs. 500/- through Nationalized bank draft in favour of 'Secretary, HCLSC' payable at Nainital.
2. The application form along with one duly attested copy of High School mark sheet, High School Certificate in proof of age/date of birth, Intermediate Mark Sheet, Intermediate Certificate, Law Graduation Mark Sheets and Certificates and testimonials regarding extracurricular activities & Computer Knowledge along with two self addressed envelope (size 5"x 10") each bearing postal stamps worth Rs. 22/- should be sent to the Secretary, High Court Legal Services Committee at High Court of Uttarakhand, Nainital either by Speed Post, Registered Post with A.D. or through Courier.

General Information:-

1. The last date for submission of application will be on 26.08.2019, during office hours at the office of the Secretary, High Court Legal Services Committee, High Court of Uttarakhand, Nainital.
2. Applications received after the last date of submission shall not be entertained. This office shall not be responsible in any way with regard to late submission due to the postal delay or any other reasons.
3. Merit of eligible applicants will be assessed through Personal Interview. Date & time of the said interview will be uploaded in the official website/email/by Post.
4. Candidates shall be required to pay an Application Fees of **Rs.500/-** Payable in favour of 'Secretary, HCLSC' in form of demand draft from a Nationalized Bank payable at Nainital. Fee once paid shall not be refunded.
5. Incomplete applications shall be rejected and no further communication shall be entertained.
6. The above mentioned Post is purely **Contractual**.
7. No T.A. will be payable for appearing in the interview.
8. Candidate should affix a latest colored passport size photograph taken on or after 1st Jan. 2019 with his/her signature thereon at the place provided in the application form.
9. The envelope containing application should be marked "**APPLICATION FOR THE POST OF LEGAL ASSISTANT – 2019**".
10. Envelope shall contain only one application form. An envelope containing more than one application form shall stand rejected.
11. Candidate must attach with the application form, self attested copies of the certificates in support of his/her age and educational qualifications, extracurricular activities and of computer knowledge and Court experience certificate.
12. Application may be sent either by Speed Post, Registered Post with AD or through Courier.
13. The defective applications, which are not complete in any respect will be rejected out-rightly.
14. Selected candidate shall give an undertaking on the prescribed format that during the engagement as Legal Assistant, he/she shall not practice in any court of law nor engage him/herself in any professional pursuit.
15. The candidate should possess sound health, good moral character and should not be involved in or related to any criminal case of any type involving moral turpitude.
16. The decision of the selection committee for recruitment shall be final and binding on the applicants on all concerned no further communication shall be entertained.

(Manoj Garbyal)
Secretary,
High Court Legal Services Committee