

**HIGH COURT LEGAL SERVICES SUB-COMMITTEE,
AURANGABAD BENCH, AURANGABAD**

Tel.No. 0240-2473733 (O)
Email ID:- hclsscabd@gmail.com

No.HCLSSC/144/2021
Date:- 16 /02/2021

**: ADVERTISEMENT FOR ENGAGEMENT OF "LEGAL ASSISTANT"
ON CONTRACT BASIS :**

Applications in the prescribed proforma as per Annexure-I to the advertisement are invited from the eligible candidates, for filling up post of "LEGAL ASSISTANT" on contract basis at High Court Legal Services Sub-Committee, (H.C.L.S.S.C.), High Court, Bench at Aurangabad, as per the details given below :-

1.	Name of the Post	"Legal Assistant" on contract basis
2.	No. of Legal Assistant required	Select List (One candidate) Wait List (One candidate)
3.	Period of engagement	The engagement of the Legal Assistant shall be initially for a term of six months, which can be extended up to two years maximum, on the basis of satisfactory performance of the work.
4.	Qualification	Candidate must be Law Graduate as on the date of advertisement having a Bachelor Degree in Law from any College/ University /Institution established by law.
5.	Duties & responsibilities of the Legal Assistant	To Assist the committee in gathering complete information and documents about each person whose convictions are upheld by the High Court. The legal assistant should arrange for getting the documents translated through translators wherever necessary and to prepare complete paper books for onwards transmission to the Hon'ble Supreme Court Legal Services Committee. The Legal Assistant shall also be required to undertake any other official work including Legal Services Activities that may be assigned by the Committee.
6.	Age Limit	Candidate should not be less than 21 years and more than 28 years of age on the date of publication of this advertisement.

7.	Remuneration	The amount of monthly consolidated honorarium/remuneration shall be Rs. 25,000/- for initial period and if the work found satisfactory then the same may be increased up to Rs.40,000/-, subject to deduction of applicable taxes.
8.	Leave	A Candidate shall be eligible for 8 days Casual Leave in a calendar year, and he/she shall not be entitled to any other leave.
9.	Termination	The HCLSSC, Aurangabad holds rights to terminate the services of Legal Assistant at any time without assigning any reason and without any prior notice.

10. H.C.L.S.S.C., Aurangabad reserves the right to adopt appropriate method for short listing the candidates at any stage.

11. The shortlisted candidates will have to appear for viva-voce as and when called for, at their own expenses. The candidates shall keep with them a proof of their identity e.g. PAN card/Aadhar Card/Driving licence/ Voter ID etc. while appearing for viva voce. The candidate will be required to submit original documents for verification at the time of viva-voce.

12. Candidates called for Viva-voce shall submit to the Secretary, High Court Legal Services Sub-Committee, Aurangabad, self-attested copies of following certificates and must bring original thereof for Verification:-

- (a) Certificate or proof of date of birth (School or College Leaving Certificate/ Birth Certificate/SSC Certificate)
- (b) Mark Sheet and passing certificate of Matriculation, Graduation, Post Graduation, Law Graduation and other Documents/Certificates etc. as mentioned by candidate in the application form.

- (c) In case of married female candidate, if she has changed her name after marriage, document regarding change of her name such as a copy of Govt.Gazette/ marriage Certificate issued by Competent Authority, etc.
- (d) Eligibility of candidates called for Viva-voce shall be finally decided after Scrutiny & verification of documents/testimonials produced.
- (e) If any of the particulars furnished by a candidate is found to be false and/or incorrect, the candidate will not be allowed to participate in the selection process and if appointed, shall be liable to be terminated/ removed without notice. Willful/deliberate/intentional suppression of any material fact will also receive same/similar treatment.

13. On the basis of performance of candidate in Viva-voce, a Select List and a Wait List of candidate for above said post will be prepared as per the order of merit and the same will be displayed on the Notice Board of the office and the official website of the Bombay High Court.

14. Name of candidate shall be liable to be removed from the Select List without any notice, if it is revealed that any information, furnished by him/her in the Application Form is incorrect.

15. Candidate trying to meet or bring pressure on member/s of the Selection Committee, Officers/Employees working in the High Court in respect of this selection process, either by himself or through anybody else, and /or by any means, shall stand disqualified.

16. Interested candidates may submit their applications to the High Court Legal Services Sub-Committee, Aurangabad on or before 26/02/2021 till 5.00 p.m.. The applications received thereafter shall not be entertained.

17. The envelope containing the application should be clearly labelled as "Application for the post of Legal Assistant on Contract Basis" and addressed to :

**The Secretary,
High Court Legal Services Sub-Committee,
High Court Bench at Aurangabad,
Jalna Road, AURANGABAD-431 009.**

18. Instructions for candidates:-

1. Candidates shall note that, no person shall be eligible for appointment:-

i) If he/she is not a citizen of India; or

ii) If he/she has been convicted for an offence involving moral turpitude or he/she is or has been permanently debarred or disqualified by the High Court or UPSC or any State Service Commission from appearing at examinations or selections conducted by them; or

iii) If he/she has been convicted by Criminal Court or there is a criminal prosecution pending against him/her; or

iv) If he/she is not competent to contract; or

19. Incomplete application shall be rejected.

High Court Legal Services
Sub-Committee, Aurangabad

Date: 16/02/2021


Secretary

ANNEXURE – I

APPLICATION FORMAT FOR THE ENGAGEMENT AS “LEGAL ASSISTANT ON CONTRACT BASIS” IN THE OFFICE OF HIGH COURT LEGAL SERVICES SUB-COMMITTEE, AURANGABAD.

Affix self attested recent passport size photograph
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1.	Name (in capital letters)				
2.	Father's/Husband's name				
3.	Date of Birth				
4.	Sex				
5.	Nationality				
6.	Postal address (With Tel./Mobile no. & E-mail address)				
7.	Permanent address				
8.	Educational Qualifications				
Sr. No	Course	Subject	University /Institute	Year of passing	Division/class /Percentage of marks

Date :

Place :

Name & Signature

(Note: Please enclose self attested copies of date of birth certificate, Degree Certificate and all other documents relating to educational qualification and experience certificate/legal aid activities, if any).