

**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.XXXVII-02/2024/82/R.CELL

Dated Guwahati the 22<sup>ND</sup> March, 2024

1. Online applications are invited from eligible candidates for temporary engagement of **8 (eight)** (clear and anticipated) **Law Clerks** in the Principal Seat of the Gauhati High Court at a fixed monthly pay of Rupees 30000/- (rupees Thirty thousand) only.

<b>Important Dates</b>		
Sl. No.	Description	Date (s)
1.	Starting date of Online Application	05.04.2024, from 3.00 pm
2.	Last date for Submission of Online Application	25.04.2024, till 5.00 pm
3.	Last date for payment of fee	30.04.2024 till bank transaction hour

**2. AGE LIMIT:-**

Category wise age limits for the posts, as on last date of receipt of applications, will be as under:-

Name of the category	Maximum Age limit
Unreserved	40
OBC/MOBC	43
SC/ST(P)/S(H)	45

Relaxation of age will be applicable to the candidates belonging to Persons with Benchmark Disabilities as per the rule.

**3. ELIGIBILITY CRITERIA:**

- a) Candidate must be a Graduate/Post Graduate in Law or Doctorate in Law from any recognized University in India. Candidate must possess the educational qualification as on the last date of application.
- b) Candidate practicing at the Bar or having professional experience or literary works in Law to their credit would get preference.

- c) Must possess a valid Registration number of Employment Exchange for the State of Assam.

**N.B. Candidate must possess the aforesaid criteria as on last date of receipt of applications**

#### 4. SELECTION PROCESS:

##### **STAGE 1**

<b>Stage 1</b>	Written Examination (Objective type multiple choices) for 120 marks of 2 hours duration on OMR sheets testing the English Proficiency ( <b>30 marks</b> ), General Knowledge ( <b>10 marks</b> ), General Aptitude ( <b>10 marks</b> ), knowledge in Law ( <b>50 marks</b> ) as well as knowledge of Assamese language ( <b>20 marks</b> ).
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##### **STAGE 2**

<b>Stage 2</b>	Viva voce/Interview of 30 marks. Candidates in the ratio of 1:3 (3 candidates for 1 post) in order of merit on the basis of the marks obtained in the written examination may be called to appear in the interview. A candidates shall have to secure at least 18 marks i.e. 60% marks in the interview in order to be considered qualified.
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##### **N.B.**

The Assamese language segment will be of qualifying nature and candidates securing atleast 40% marks in the Assamese language segment will be treated as qualified to appear in the Interview/Viva -voce. Marks obtained in the Assamese Section will not be considered in the final merit list.

Final selection will be made on the basis of the total marks obtained by the candidates in the written examination and Interview/Viva-Voce. Where more than one candidate, obtain same grand total marks, the candidate who obtains more marks in the written examination will get preference. Where the marks obtained by such candidates in the written examination are also same, then the candidate who is senior in age will get preference.

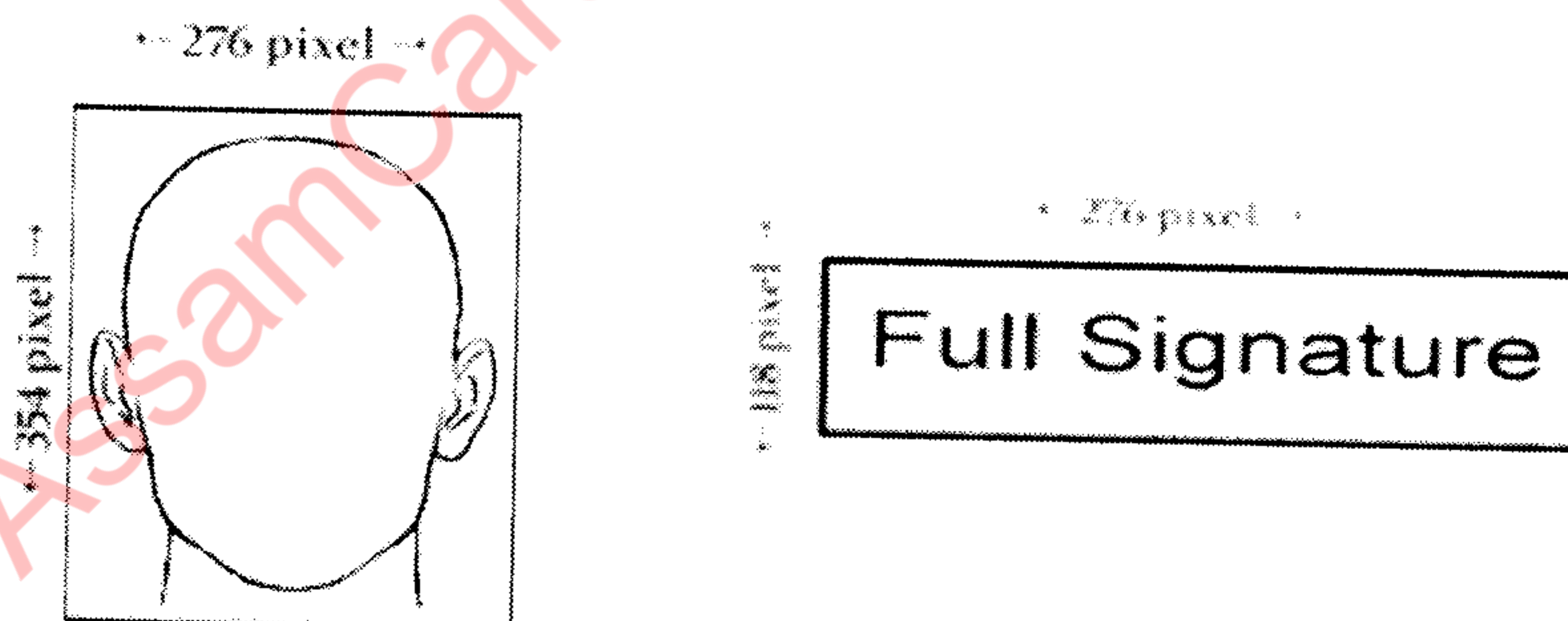
5. **HOW TO APPLY:** Before applying online, candidates must possess a valid e-mail ID and Mobile Number which are mandatory for registration. E-mail ID should be kept active. Though the system is designed to send e-mail immediately acknowledging the Registration Code, sometimes due to network congestion, the e-mail may not be delivered, hence the candidates are requested to note down the Registration Code.

- Phase 1:
- Log on through the website ***www.ghconline.gov.in*** and click on **"Online Application for temporary engagement of Law Clerk"**.
  - 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 three Phases, i.e. Phase 2, Phase 3 and Phase 4.

- Phase 2:
- Click **"Update Candidate Details"**.
  - 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. Size of the image for the photograph is **354 x 276** pixels and **118 x 276** pixels for the signature.

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

- Click **"Upload Photograph & Signature"**.
- 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.
- 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.

- (d) 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.

Phase 4:

- (a) After submission of candidature, the candidate should take a print out of the Fee Payment Challan by clicking the **"Print Fee Payment Challan Form"** button.
- (b) The payment can be made at any branch of State Bank of India after two working days of submission of online application and on or before the last date fixed for payment of fees.
- (c) For payment, the candidate should approach the bank along with the Challan copy and the fee amount reflected on the Challan. On payment of the same, the Bank will provide a Journal Number. Please ensure to have the bank official's signature and seal on the Challan copy. Please keep the candidate's copy of the Challan carefully for any future reference.
- (d) The fee payment information viz. Journal No., Paid Amount, Payment Date etc., will be reflected automatically on the account of the candidate after two working days from the date of payment at the bank.
- (e) Thereafter, the applicant will be able to take printout of the Acknowledgement receipt about his/her candidature.
- (f) Please print the Acknowledgement Receipt and Application Form generated by the system on this phase after completion of fee payment process for further reference.

For any query/complaint etc. please email to [ghc.rcell2013@gmail.com](mailto:ghc.rcell2013@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. Application made in any other mode, except as indicated above, shall be summarily rejected without any communication.

7. **APPLICATION FEE:** the application fee will be as follows. **However, there will be no application fee for Persons with Benchmark Disability.**

For SC/ST(P)/ST(H)	For all others
Rs. 250/-	Rs. 500/-

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. TERMS OF ENGAGEMENT:**

- i. **The attachment of Law Clerks would be for initially for 2 (two) year.**
- ii. The engagement of Law Clerk may at any time be terminated without assigning any reason thereof 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 service may be terminated by the appointing authority after considering his/her 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 courts or undertake to perform legal service to any client during his tenure as Law Clerk.
- vi. At the engagement, the selected person would undertake in writing that he would strictly adhere to the code of conduct.

## **10. DUTIES AND FUNCTIONS:**

- a) The Law Clerks shall conduct such research as to facts and Law on any case or cases pending before the Judge to whom he is attached as and when he is entrusted to do so by the judge concerned. The Law Clerk would conduct the research in printed or 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 favor of one party or other. The Law Clerk in the memorandum would not express his 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 oblige to keep contents of the Bench Memorandum and his 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 the 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 confidentiality 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 Clerks and the Court Master for the 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 duty of the Law Clerk to attend the court of the Judge concerned and take notes of the arguments of the counsel.
- i) The Law Clerks may verify the final judgment prepared by the Judge to ascertain any omission to refer to some arguments of the counsel or the errors as to the facts or grammar or construction of sentences. It shall be his duty to draw the attention of the Judge concerned to such omissions of 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 shall also verify the correctness of the quotation from documents of 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 address to be delivered by the Judge on legal matters in conferences, seminars, workshops, symposiums etc.

### **11. OTHER TERMS AND CONDITIONS**

- i. 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, computer qualifications, date of birth, caste, working experience etc. at subsequent stages when asked for.
- ii. The admission of candidates at all stages of the selection process will be purely provisional and subject to satisfying the prescribed eligibility conditions. The application will be subject to scrutiny at every stage and shall be rejected if any defect is detected.
- iii. The list of the candidates, with allotted Roll Nos. will be published in the High Court website for the candidates' reference. Candidates are advised to visit the official website ([www.ghconline.gov.in](http://www.ghconline.gov.in)) of the High Court regularly for updates and important information. Unnecessary correspondence should be avoided.
- iv. No TA/DA shall be paid to the candidates for appearing in the written test / interview etc.
- v. Application form, which is incomplete in any respect, such as, without photograph and signature, is liable to be rejected summarily.
- vi. Information submitted by an applicant in his/her application will bind the candidate and if found to be false, his/her candidature will be liable to be rejected.**
- vii. The candidate will be responsible for any mistake made by him/her in the application form and the High Court shall not be responsible or liable in any way.
- viii. If any candidate is found canvassing directly or indirectly, his/her candidature will be liable for rejection.
- ix. The High Court reserves the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.
- x. All other matters which are not specifically provided in this advertisement shall be decided by the High Court.

  
**Registrar (Admin.)**  
Cum-In-Charge, Centralized Recruitment,  
Gauhati High Court, Guwahati. 

**Copy to:**

1. The Registrar General, Gauhati High Court, Guwahati.
2. Registrar (Vigilance/Judicial/Establishment), Gauhati High Court, Guwahati.
3. The Registrar-cum- Principal Secretary to Hon'ble The Chief Justice, Gauhati High Court, Guwahati for favour of his Lordship's kind information.
4. The Joint Registrar ( \_\_\_\_\_ ), Gauhati High Court, Guwahati.
5. The Deputy Registrar ( \_\_\_\_\_ ), Gauhati High Court, Guwahati.
6. The Assistant Registrar ( \_\_\_\_\_ ), Gauhati High Court, Guwahati.
7. The Project Manager, Gauhati High Court, Guwahati for immediate uploading of the Advertisement in the High Court website in the home page with the caption:  
**"Advertisement dated 22.03.2024 for temporary engagement of Law Clerks for the Principal Seat of Gauhati High Court."**
8. PS to Hon'ble Mr. Justice \_\_\_\_\_ Gauhati High Court, Guwahati for favour of his lordship's kind information.
9. PS to Hon'ble Mrs. Justice \_\_\_\_\_ Gauhati High Court, Guwahati for favour of her ladyship's kind information.
10. CA to the Registrar (Admin.), Gauhati High Court, Guwahati.
11. The Gauhati High Court Notice Board.
12. Order File.

**REGISTRAR (ADMINISTRATION)**

Cum-In-Charge, Centralized Recruitment,  
Gauhati High Court, Guwahati.