

HIGH COURT OF CHHATTISGARH, BILASPUR

Adv. No. 02/Legal Assistant/2023

Name of Post: **Legal Assistant**Last Date: **16.06.2023**

Till 5.00 P.M.

1. Name of Applicant

(in CAPITAL letters)

2. Date of birth

3. Sex (Male/Female)

4. Nationality.....

5. Full Name of Father/Husband

Paste latest
Taken on or
After 01.01.2023 Colored
Passport size Photograph
duly self signed and
attested
By Gazetted Officer.

6. Present Postal Address

6 A. Contact Number/Mobile Number

7. Permanent Address

8. Educational Qualifications:

Name of Exam Passed	Name of Board/ University	Name of Institution/ College	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks obtained

9. Do you have computer knowledge i.e. Data Entry, Word Processing and Computer Operations? (Yes / No)

(a) Whether you have undergone any certificate/diploma course in computer operation from a recognized Institute ? Please give particulars.

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10. Are you married ?

If so, do you have more than one spouse living or married a person having a spouse living ?

(Signature of applicant)

NOTE:

1. Candidates should affix a latest coloured photograph in passport size with his/her own signature thereon and duly attested by some Gazetted Officer at the place provided in the application.
2. The envelope containing application should be marked "APPLICATION FOR THE POST OF LEGAL ASSISTANT".
3. An envelope shall contain only one application form. An envelope containing more than one application form, shall be stand rejected.
4. Candidates must attach certified copies of the certificates in support of their age and educational qualifications, extra curricular activities and also in support of their having computer knowledge, with the application form.
5. Applications may be sent either by Speed Post, Registered Post A.D. Or through Courier.
6. Application will be rejected if photo is not pasted or if certified copy of certificates are not attached with it or if it is not signed by the applicant or if it is not received by the last date/time.
7. Applications received after last date shall not be entertained and the Court will not be responsible for any postal delay. The defective applications, which are not complete in any respect, will be rejected out-right.
8. Selected candidate shall give an undertaking on the prescribed proforma that during the engagement as Legal Assistant, he/she shall not practice in any court of law nor engage himself/herself in any professional pursuit.
9. The candidates are required to furnish a check list along with application form mentioning therein details (as per format enclosed) about the certificates and the testimonials enclosed with the form.
10. Information regarding format of application and other information are also available on the website of High Court of Chhattisgarh, Bilaspur at <https://highcourt.cg.gov.in/>

Sd/-
(Arvind Kumar Verma)
REGISTRAR GENERAL

UNDERTAKING

I, do hereby undertake and accept the following terms and conditions of my assignment as Legal Assistant:-

- a) I have been engaged purely on contractual basis for a period of one year and no claim as an employee of the Court shall be made by me.
- b) My period of assignment can be terminated on the recommendation of the Judge to whom I am attached by one months' notice or payment of one months' salary in lieu thereof and I may also opt to leave assignment on one months' notice to the Registrar General.
- c) I shall render duty at the Court/Chambers/Residential Office of Hon'ble the Chief Justice/Hon'ble Judge according to the convenience of His Lordship and the duty hours shall be such as prescribed by the concerned Hon'ble Judge.
- d) I shall be granted leave of absence as may be approved by the Hon'ble Judge to who I am attached subject to a maximum of fraction of 8 days per year vis-a-vis my period of assignment.
- e) I shall not absent myself from duty without prior permission of the Hon'ble Judge. In case of absence due to sudden illness or some other unforeseen circumstances beyond control, I shall give intimation thereof without delay. I understand that no remuneration will be paid for any unauthorised absence from duty as also for the days exceeding permissible leave.
- f) I shall maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to me. I shall maintain utmost secrecy in respect of matters which come to my notice by virtue of the assignment and shall ensure that no information, documents or any other thing is leaked out because of mishandling of papers or my deliberations with others, or in any manner.
- g) At all times i.e. even after the completion of the assignment, I shall maintain complete secrecy regarding the work assigned to me by the Hon'ble Judge.
- h) I understand that I shall be governed by the provisions of the Indian Penal Code and the Indian Official Secrets Act, 1923 as applicable to any public servant.

- i) I shall not practice as an Advocate in any Court of law during the course of assignment as Legal Assistant.
- j) From the date of termination of my engagement as Legal Assistant, I shall not appear in any case handled by the Hon'ble Judge(s) with whom I was attached, irrespective whether I had or not worked on that case during the period of my engagement.

Signature

Name

Address.....

INDEX FOR CHECK LIST

Candidate should mark (✓) against relevant column to indicate the documents enclosed with the application form.

Sl.No.	Particulars	Paper attached
1.	Duly attested mark sheet of High School or Equivalent	
2.	Duly attested certificate of High School or Equivalent	
3.	Duly attested mark sheet of Higher Secondary School Certificate or Equivalent	
4.	Duly attested certificate of Higher Secondary School Certificate or Equivalent	
5.	Duly attested mark sheet of Graduation or Equivalent (B.A./B.Sc./ B.Com. etc.)	
6.	Duly attested certificate of Graduation or Equivalent (B.A./B.Sc./ B.Com. etc.)	
7.	Duly attested mark sheet of LL.B.	
8.	Duly attested certificate of LL.B.	
9.	Duly attested mark sheet of Post Graduation or Equivalent	
10.	Duly attested certificate of Post Graduation or Equivalent	
11.	Duly attested computer Knowledge Certificate	
12.	Details of Other certificates & testimonials (if any)	

Number of Total documents enclosed:

(Signature of Applicant)