

**OFFICE OF THE REGISTRAR GENERAL, HIGH COURT OF  
JUDICATURE AT BOMBAY AND ITS BENCHES AT NAGPUR AND  
AURANGABAD.**

**: NOTICE :**

**RECRUITMENT FOR THE POST OF “LAW CLERK”**

Applications are invited from eligible candidates to prepare Select List of 24, 13 and 17 candidates to appoint as Law Clerk on contract basis on the establishment of the High Court of Bombay and its bench offices at Nagpur and Aurangabad respectively.

The detailed Notice alongwith format of application is available on the High Court Website i.e. <http://bombayhighcourt.nic.in>

Last date for submitting application is 23/01/2019.

**BY ORDER OF HONOURABLE THE CHIEF JUSTICE**

**Sd/-**

**Registrar General,**

**High Court of Judicature at Bombay**

**8<sup>th</sup> January, 2019.**



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JUDICATURE AT BOMBAY AND ITS BENCHES AT NAGPUR AND  
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**: NOTICE :**

**RECRUITMENT FOR THE POST OF “LAW CLERK”**

Applications are invited from eligible candidates to prepare Select List of 24, 13 and 17 candidates to appoint as Law Clerk on contract basis on the establishment of the High Court of Bombay and its bench offices at Nagpur and Aurangabad respectively on the following terms and conditions :-

1. **Eligibility Criteria :-**

The following categories of applicants shall be eligible to apply for selection as Law Clerks :

- (A) (i) Fresh Law Graduates who have passed the final LL.B.  
Examination in the first attempt with minimum of 55% marks  
or  
(ii) Candidates possessing a Post Graduate Degree in Law.
- (B) The High Court may consider giving preference to candidates holding a Post Graduate Degree in Law.
- (C) Candidates must have basic knowledge in the use of Computers/Laptop and softwares relating to case laws.
- (D) The candidates must not be less than 21 years of age or more than 30 years of age, on the date of his recommendation by the Principal of the concerned Law College, or by the respective Presidents of the Bar Associations.

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2. **Procedure for Submitting Applications :-**

- (A) The candidature of each applicant should be recommended by the Principals of any of the following institutions :
- i) National Law School, Bangalore
  - ii) National Law School, Hyderabad
  - iii) N.U.J.S. Law College, Calcutta
  - iv) National Law School, Jodhpur
  - v) Government Law College, Churchgate, Mumbai
  - vi) ILS Law College, Pune
  - vii) Symbiosis Law College, Pune
  - viii) University College of Law, Nagpur
  - ix) M.P. Law College, Aurangabad.
  - x) Yashawant Law College, Nanded.
  - xi) V.M. Salgaonkar, Law College, Miramar, Panaji.
  - xii) Kare Law College, Margao, Goa or
  - xiii) Any other reputed Law College recognized by University Grants Commission subject to approval by the Hon'ble the Chief Justice.
- B) The Applicants who have passed the LL.B./LL.M. examinations may in the alternative be recommended by :-  
For Principal Seat at Bombay :-
- a) the President of the Bombay Bar Association ; or
  - b) the President of the Advocates Association of Western India; or
  - c) the President of the Incorporated Law Society
  - d) For Bench at Nagpur  
the President, High Court Bar Association, Nagpur.
  - e) For Bench at Aurangabad  
the President, High Court Bar Association, Aurangabad
  - f) For Bench at Panaji-Goa.  
the President, High Court Bar Association, Panaji-Goa
- C) The Principals of the respective institutions or, as the case may be, the respective Presidents of the Bar Associations should follow objective and transparent criteria in recommending applicants in order to ensure that candidates have an equal opportunity to apply for selection.

3. **Selection Process :-**

- a) Eligible Candidates who are recommended by the Principals of the Law Colleges or Presidents of Bar Associations named above, will have to appear for a personal interview at the High Court, Bombay at their own cost on the date and time to be notified.
- b) Selection shall be based on merit. The list of selected candidates shall be subject to the approval of the Honourable the Chief Justice.

4. **Nature of work to be assigned to Law Clerks :-**

- a) One Law Clerk may be attached to each Judge of the High Court to assist in such legal work as may be assigned by the Hon'ble Judge.
- b) Law Clerk shall assist the Honourable Judge in judicial as well as administrative work and in carrying out search and research in such matters and on such legal issues as may be required by the Honourable Judge to whom he is assigned by the Chief Justice. His duties shall include attending the Court, making notes, drafting of memoranda, opinions, comments or monographs on such legal matters and research from such material and sources as may be suggested by the Judge to whom he is assigned.

5. **Honorarium of Law Clerks :-**

- a) Each Law Clerk will be paid a consolidated amount of Rs. 20,000 per month as Stipend / Honorarium for the assignment, or such amount as may be prescribed from time to time by the Government.
- b) Law Clerks will not be entitled to any other allowances and will not be treated or deemed to be in the regular employment of the High Court.

6. **Term of assignment and de-assignment of Law Clerks :-**

- a) All Law Clerks will be ad-hoc appointees on contractual basis for a period of one year. However, any Law Clerk may be discharged even before completion of an year.

- b) The term of assignment may be extended by a further period of one year if recommended by the Honourable Judge concerned to whom he is attached, subject to the approval of the Chief Justice.
- c) The appointment may be terminated by either side by giving one month's notice, or one month's salary in lieu thereof, which requirement may be waived by either side.
- d) Provided that appointment of Law Clerks will be liable to be terminated at any time by the Chief Justice without notice or any compensation if his services are found to be unsatisfactory or if he violates any of these Rules.

Only on satisfactory completion of the assignment, the Law Clerk will be entitled to a Certificate issued by the High Court of Bombay or its benches at Nagpur and Aurangabad as the case may be, certifying that he/she has satisfactorily completed the assignment as Law Clerk in the High Court. The assignment as Law Clerk will not confer any right or preference for any employment under the High Court or the Government.

7. **Bar to Practice as an Advocate :-**

- a) No Law Clerk shall practice as an Advocate in any Court of Law or Tribunal and it will be obligatory for him/her after accepting the assignment as Law Clerk to inform the concerned Bar Council in writing that he or she shall not practice as an advocate, so long as he or she continues with the assignment as a Law Clerk.
- b) The Law Clerk shall refrain from practicing before the Judge with whom he/she was attached for a period of one year after ceasing of his/her assignment as Law Clerk.
- c) Law Clerks shall not be entitled to appear in any case handled by the Honourable Judge to whom he was attached if the Law Clerks had worked on that case.

8. **Conduct of Law Clerk :**

- a) During the period of assignment every Law Clerk shall maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to him. He shall maintain utmost secrecy in respect of matters which come to his notice by virtue of such assignment and

shall ensure that no information document or any other thing is leaked out because of his mishandling of papers or his deliberations with others, or in any other manner.

- b) Similarly, during the period of assignment and at all times, the Law Clerk shall maintain complete secrecy regarding the work assigned to him by the Judge.
- c) Law Clerk shall abide by such other Rules and conditions of service as may be prescribed by the Chief Justice.
- d) Law Clerk shall upon acceptance of his appointment as such, undertake in writing to abide by these Rules and shall, in particular, undertake that he shall perform his duties with due diligence and discipline maintaining confidentiality about all the matters and information that he may come across during the discharge of his duties.

9. Date of Interview :

Date of interview will be published on web site of the High Court so also intimated only on the e-mail address of the candidates given in his/her application. The candidate must observe website of the High Court of Bombay to that effect. High Court website is <http://bombayhighcourt.nic.in>

10. Last date for submission of application:

Applicants should submit the application alongwith his/her self attested documents upon recommended by the Principals of aforesaid institutions / Presidents of Bar Associations addressed to the Registrar (Personnel), High Court, Appellate Side, Bombay, 5<sup>th</sup> floor, New Mantralaya Building, G. T. Hospital Compound, Behind Ashoka Shopping Centre, Near Crawford Market, L.T. Marg, Mumbai-400 001 on or before 23<sup>rd</sup> January, 2019 till 5.00 p.m. by Speed Post/R.P.A.D./Hand delivery/Courier. The Applications received thereafter will not be considered. The cover containing the application shall be super scribed as :

“Application for Appointment of Law Clerk”.

**BY ORDER OF HONOURABLE THE CHIEF JUSTICE**

Sd/-

**Registrar General,**

**High Court of Judicature at Bombay**

8<sup>th</sup> January, 2019.





## APPLICATION FOR THE POST OF LAW CLERK

Affix latest passport size photograph and sign across the same in such a way that part of the signature should come on photograph and the remaining part on the application.

**Date :**

To  
The Registrar General,  
High Court of Judicature at Bombay,  
Fort, Bombay – 400 032.

**Subject :- Application for the post of “Law Clerk”.**

1	Name of the Applicant (in block letters as in SSLC or equivalent certificate.									
2	Name of his/her father / husband									
3	Gender									
4	Date of Birth (as mentioned in the SSLC or equivalent certificate)	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>								
5	Age [in years, months, days as on the date of recommendation of application]	___ Yrs ___ Months ___ Days								
6	Caste and Sub-caste and its category : (mention category as SC/ST or OBC, or Special Backward Class as specified for the time being by Government or under General Category)									
7	Permanent postal address									
8	Present postal address, if any									
9	Telephone No. with STD Code									
10	Mobile No.									
11	E-mail address									
12	Date of Enrollment with its name Name of the Bar Council									
13	Enrollment No. (if any)									

**EDUCATIONAL QUALIFICATION****a) LL.B.**

14	Name of University from where LL.B. Degree is obtained.				
15	Year of Passing				
16	Percentage in final LL.B. Examination				
17	Whether passed final examination in First Attempt.				
<b>MARKS SECURED in LL.B.</b>					
Semester / Year	Marks Secured	Maximum Marks	Semester / year	Marks Secured	Maximum Marks
I			VI		
II			VII		
III			VIII		
IV			IX		
V			X		
			Total of all Semesters / Years		

**b) Post Graduate Degree in Law.**

<b>MARKS SECURED in LL.M.</b>					
Semester / Year	Marks Secured	Maximum Marks	Semester / year	Marks Secured	Maximum Marks
I			III		
II			IV		
			Total of all Semesters / Years		

**c) Knowledge of Computer :**


18	Achievements in LL.B. (shall be accompanied with relevant Certificates)			
19	Where he is willing to accept assignment as Law Clerk : <b>(Select only one Station)</b>	Bombay	Nagpur	Aurangabad

**:DECLARATION:**

1. I hereby affirm that I have not been disqualified for Government service, have not been arrested or convicted for Criminal Offences and that no case is pending against me in any Criminal Court.
2. I hereby affirm that all the above details filled up in the Application are true and correct as per my knowledge. If any of the particulars are found to be false/incorrect, I would be disqualified from the process of selection and if selected/appointed, my services would be liable to be terminated without any notice.

Date :

(Signature of Applicant/Candidate)

**UNDERTAKING**

1. I shall not practice as an Advocate in any Court of Law or Tribunal and it will be obligatory on my part after accepting the assignment as Law Clerk to inform the concerned Bar Council in writing that I shall not practice as an Advocate, so long as I continue with the assignment as a Law Clerk.
2. I shall not appear or practice, in any manner, before the Judge with whom I will be attached for a period of one year after ceaser of my assignment as Law Clerk.

3. During the period of assignment 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 such assignment and shall ensure that no information document or any other thing is leaked out because of my mishandling of papers or my deliberations with others, or in any other manner. Similarly, during the period of assignment and at all times, I shall maintain complete secrecy regarding the work assigned to me by the Honourable Judge.

Date :

(Signature of Applicant/Candidate)

**Through the Recommending Authority :**