

**HIGH COURT LEGAL SERVICES SUB-COMMITTEE, NAGPUR**

**NAGPUR BENCH : NAGPUR**

Phone No. 0712-555555

email : hcnag.legalservices@gmail.com

No. HCLSSC/ADVT./ /2018  
15466

Dated : 11<sup>th</sup> December, 2018

**: ADVERTISEMENT FOR "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 of post of "LEGAL ASSISTANT" on contract basis in High Court Legal Services Sub-Committee, (H.C.L.S.S.C.), High Court, Nagpur, as per details given below :-

1.	Name of the Post	"Legal Assistant" on contract basis
2.	No. of Legal Assistant required	2 - posts
3.	Period of Legal Assistant	The appointments to the legal assistant post shall be initially for a term of six months, which can be extended upto 2 years on their satisfactory work.
4.	Qualification	Candidate must be Law Graduate as on the date of applying having a Bachelor Degree in Law from any College / University Institution established by law.
5.	Duties and 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 assistants should arrange for getting the documents translated through translators wherever necessary and to prepare complete paper books for onwards 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.

6.	Age Limit	Candidate should not be above 28 years of age on the date of closing of the application.
7.	Remuneration	Maximum amount of monthly consolidated Honorarium/remuneration shall be Rs. 35,000/- per month, subject to deduction of applicable tax.
8.	Leave	A Candidate shall be eligible for 8 days Casual Leave in a calendar year, and he shall not be entitled to any other leave.
9.	Termination	The HCLSSC, Nagpur can terminate the services of Legal Assistant at any time without providing any reason and without any prior notice.

10. The candidates will have to appear for viva-voce as and when called for, at their own expenses. The candidates will be required to submit original documents for verification at the time of viva-voce.

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


12. Interested applicants may submit applications to H.C.L.S.S.C., Nagpur, so that the applications are received within 15 days from the date of publication of advertisement.

13. The envelope containing the applicant's application should be clearly labelled "Application for the post of Legal Assistant on Contract Basis, in the office of H.C.L.S.S.C., Nagpur" and addressed to :

**The Secretary,**

**High Court Legal Services Sub-Committee,  
High Court Bench at Nagpur,  
Civil Lines, NAGPUR – 440 001.**

14. Incomplete application shall be straightway rejected.

  
Secretary  
H. C. L. S. S. C., Nagpur.

**ANNEXURE - I**

**APPLICATION FORMAT FOR APPOINTMENT AS "LEGAL ASSISTANT" ON CONTRACT BASIS IN THE OFFICE OF HCLSSC, NAGPUR.**

Affix self  
attested recent  
passport size  
photograph

1.	Name (in capital letters)				
2.	Father's/Husband name				
3.	Date of Birth				
4.	Sex				
5.	Nationality				
6.	Postal address (with Tel./Mob.No. & E-mail address)				
7.	Permanent address				
8.	Educational Qualifications				
S.No	Course	Subject	University /Institute	Year of passing	Division /Class

(Please enclose self attested copies of date of birth certificate, Degree in Law, LL.B. Marksheet).

Date :

Place :

Name & Signature