



HIGH COURT OF MADHYA PRADESH: JABALPUR
ADVERTISEMENT

**APPOINTMENT OF LAW CLERK-CUM-RESEARCH ASSISTANTS ON
SHORT TERM CONTRACTUAL ASSIGNMENT**

Date of Online Screening Examination – 16/03/2017 (Thursday)

Last Date of submission of Application Form – 25/02/2017 (11.59 PM) (Saturday)

Last Date of correction in Application Form – 28/02/2017 (11.59 PM) (Tuesday)

Only online application through the website of www.mponline.gov.in, are being invited for 10 posts of Law Clerk-cum-Research Assistants for High Court of Madhya Pradesh on Short Term Contractual Assignment on a consolidated stipend of Rs. 12,000/- p.m. by Direct Recruitment. Recruitment to these posts and conditions of service will be governed by Rules and regulations applicable regarding contract appointment.

(1) Number of Vacancies on contract basis under aforesaid project is as under –

Sr. No.	M.P. High Court	Posts
1.	Principal Seat Jabalpur	08
2.	Bench Indore	01
3.	Bench Gwalior	01
	Total	10

The numbers of aforesaid vacancies are likely to be varied, depending upon the requirement of the High Court and exigency of the situation as and when necessary.

Note- 1. Law Clerks shall be engaged purely on short-term contractual basis initially for the duration of the assignment session which may be extended further for such period as may be considered appropriate subject to his/her performance. The contractual assignment shall not confer upon the Law Clerk any right/claim for regular appointment or continuance in service beyond the initial period of engagement in the High Court of Madhya Pradesh.

Note- 2. A Panel of selected Candidates eligible for the aforesaid posts shall be prepared from amongst the suitable candidates in number more than the vacancies on the basis of merit prepared including the marks obtained in Online Screening Examination & Interview and the appointment shall be made from amongst the candidates of such panel merit-wise i.e. if any candidate relinquishes or does not desire to join, at any stage, his vacancy shall be filled up by other candidate who is next in merit.

Note- 3. The assignment of Law Clerk shall be liable to premature discharge at any

time without prior notice.

Note- 4. A Law Clerk who wants to leave the assignment before expiry of assignment session shall be required to give one month's prior notice in writing through the Private Secretary of the Hon'ble Judge.

2- Eligibility/Essential Qualifications:-

- (i) He/she is citizen of India;
- (ii) The candidate must be a law graduate (as on the date of appearing at interview) having a Bachelor Degree in Law (including Integrated Degree Course in Law) from any School/College/University/Institute established by law in India and recognized by the Bar Council of India for enrolment as an Advocate.
- (iii) Candidate studying in the fifth year of the Five-Year Integrated Law Course will also be eligible to apply subject to furnishing proof of acquiring Law qualification at the time of interview for Law Clerk-cum-Research Assistant.
- (iv) The candidate must have basic knowledge of computer M.S. Office/Open Office/Ubuntu including retrieval of desired information from various search engines/processes such as Manupatra, SCC Online, LexisNexis and Westlaw etc.

3 - Age Limit :-

The candidate must not be below the age of 18 years and above 30 years as on the last date of receipt of applications.

4- Job Responsibilities (Work Profile and Duties):-

(A) Duties and functions related to Court processes to be performed by Law Clerk-cum-Research Assistant (from 10:00 a.m. to 1:30 p.m. on Court working days and full day for other working Saturdays)

- (i) Being aware of court procedures viz., method of filing of various categories of cases, provisions of law, processing of cases from the stage of filing to disposal including updation of cases and also digitization and elimination thereof as per rules;
- (ii) Checking of the Final and Motion hearing cause list cases as per instruction of the Registrar (IT) to ensure listing as per Roster/Assignment.
- (iii) Physical verification of Final Hearing cases to ensure listing of cases in weekly list as per the categorization/prioritization of cases in Listing Scheme.
- (iv) Special attention to be given to verify cases in the following categories -
 - (a) *Supreme Court Expedited/Direction Cases*
 - (b) *High Court Expedited Cases – Special Humanitarian reason*
 - (c) *High Court Expedited Cases – Short Question, Arguments not exceeding 30 minutes*
 - (d) *Cases of Senior Citizens more than 75 years old*
- (v) To examine the cases, which have been covered by any Judgments /Orders, previously passed by Hon'ble Supreme Court/Hon'ble High Court.

- (vi) To prepare a list of such case, which have been wrongly updated/Prioritized/categorized/listed and get them dropped from the Cause List for proper updation by the Concerned Dealing Assistants under intimation and approval by the Concerned Registrar (Judicial), so that the error is rectified timely.
- (vii) To submit a monthly Bench wise report of the Cases, in which Judgments/Orders have been passed by Hon'ble Courts, but the same have not been uploaded in the CMIS.
- (viii) Other para-legal duties as may be assigned by the Registrar General/Principal Registrar (Judicial)/Registrar (Judicial).

(B) Duties and functions related to Legal Research in the Hon'ble Court where Law Clerk-Cum-Research Assistant is attached (2:00 p.m. onwards)

- (i) 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 summary of the facts of the case, final decision of the Court below if any, the reasons thereof enhance their understanding of Court processes including listing, categorization and prioritization of cases.
- (ii) Identify facts, issues and questions that may arise in the course of arguments, or as may be relevant for judgment,
- (iii) Presence in the Court during the hearing of cases, taking notes of arguments and citations;
- (iv) The Law Clerk must conduct necessary research under the guidance and directions of the Hon'ble Court, in the Judges chamber Library or the High Court 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.
- (v) Research legal points and principles under the guidance of Hon'ble Judge relevant in the preparation of judgments;
- (vi) Prepare summary of Judgments passed by the Hon'ble Judge alongwith the point of law decided in that particular case, in such a manner, as to be very conveniently retrievable, as and when require in future.
- (vii) Prepare statistical reports including chronological dates of delivery of judgments.
- (viii) Maintenance of record of administrative files, if specifically entrusted.
- (ix) Perform other duties as directed by the Hon'ble Judge or Registrar General or Principal Registrar/Registrar (Judicial).

5. Disqualifications :-

In any of the following cases, Applicants/Candidates may be liable for prosecution and/or their candidature for selection may be cancelled and/or he may be prohibited, temporarily or for any specific time period to appear in any Examination conducted by M.P. High Court: –

- (i) A candidate must not be a practicing advocate nor engaged/appointed elsewhere



