

HIGH COURT OF JUDICATURE AT ALLAHABAD
ADVERTISEMENT

ADV. NO. 02/Law Clerk (Trainee)/2007

LAST DATE:31.10.2007

Till 5.00 P.M.

Applications are invited from all eligible candidates for the tenure post of "**Law Clerk (Trainee)**" in the establishment of High Court, Allahabad/Lucknow Bench carrying a fixed honorarium of Rs. 10,000/- with no Dearness and/or any other allowances and also without any other perquisite such as residential accommodation etc. The engagement shall be purely contractual for a fixed term of one year. However, the term may be terminated at any time if the incumbent is found lacking.

Number of Vacancies: 95 (Ninety Five), which may increase or decrease

Essential Qualifications:

- (1) **Three Years Professional /Five Years Integrated Degree in Law from any Law College or recognized University** throughout the country. Applications shall be accepted from such 'Fresh Law Graduates' who are not engaged in any profession or vocation/service.
- (2) **Computer knowledge, i.e., Data Entry, Word Processing and Computer Operations.**

Age Limit:

The Candidates must have attained the minimum age of **21 years** and must not have attained the age of more than **26 years** as on **01.7. 2007.**

Selection Procedure:

For making selection competence would be judged on the basis of the interview only.

Nature of work:

The successful candidates will be attached with Hon'ble Judges and shall discharge duties under directions of Their Lordships. Basically the Law Clerk (Trainee) will be required to carry out search and research on legal points and principles as desired by the Hon'ble Judge with whom he remains attached. He shall assist the Hon'ble Judge in searching out case law, articles, papers and other relevant material required by the Hon'ble Judges in discharge of judicial as well administrative work. The Law Clerk (Trainee) may also be asked to be present in Court during hearing of the arguments, take down or prepare notes in cases. The research work assigned to Law clerk may include performing legal research, drafting memorandums and opinion, comments on statutes, regulations or such scholarly commentary relevant to questions of law, text books and other materials. They may also be assigned the task of drafting memorandum on particular subject/subjects including issues involved in the case or on any other topic. Assistance from the Law Clerk may also be taken in proper maintenance of the case files. Assistance in administrative functioning of the Judge shall also be desirable which shall include maintaining of administrative files, preparation of research of academic papers, maintaining record of judgments, the points of law decided in various judgments by a Judge, maintenance of records of administrative correspondence and the like.

Apart from the above mentioned duties and responsibilities enumerated above, the Law clerk(Trainee) shall perform any other duty as assigned by the Judge concerned with regard to his judicial and administrative functions. The nomenclature "Law Clerk (Trainee)" makes it abundantly clear that they shall be imparted training with regard to procedure and substantive law to assist the Hon'ble Judges in discharging their judicial

and administrative functions. The Law Clerk (Trainee) will also be provided the schedule of training and the details of the nature of job, which they have to perform during their year of engagement. Specific assignments shall be given by the Judge with whom they are attached.

RESTRICTION ON PRACTICE :

Judge's Law Clerk (trainee) from the date of termination of his engagement as Law Clerk (Trainee) shall not appear or practice before the Hon'ble Judge(s) with whom he remained attached for a minimum period of one year ,. Further, he shall not appear in any case handled by the Hon'ble Judge(s) with whom he or she had remained attached, irrespective whether he had or not worked on that case during the period of his engagement. The candidates shall furnish an undertaking to the above effect on proforma prescribed herein after.

OTHER CONDITIONS OF ENGAGEMENT:

The Law Clerks (Trainee) shall be governed by such rules of attendance, leave and other related matters as might be prescribed from time to time by the Hon'ble the Chief Justice, High Court of Judicature at Allahabad.

Period of Engagement:

The engagement shall be for a fixed term of one year only, which may be terminated without notice at any time.

Marital Status:

A candidate having more than one spouse or married to such a person who already had a living legally wedded wife/husband, will not be eligible.

Disqualification :

A candidate involved in any kind of criminal case whether convicted or charge-sheeted shall be barred from applying for the above post.

How to Apply?

1. The application forms can be purchased from the counter in the High Court of Judicature at Allahabad and at its Lucknow Bench on payment of Rs. 100/- in cash. The application forms are also available on the web site (www.allahabadhighcourt.in) and may be downloaded and used subject to payment of application form fee of Rs. 100/- to be paid through postal order or bank draft drawn in favour of Registrar General, High Court of Judicature at Allahabad..
2. The application form along with one duly attested copy of High School Mark sheet, High School Certificate in proof of age/date of birth, Intermediate Mark sheet, Intermediate Pass Certificates, Graduation/Post Graduation Mark sheets and certificates and testimonials regarding Extra Curricular Activities and Computer Knowledge along with two self addressed envelope (size 5"x10") each bearing postage stamps worth Rs. 22/- should be sent to The Registrar General, High Court of Judicature at Allahabad either by Speed Post, Registered Post with AD or through Courier.

**(SWATANTRA SINGH)
REGISTRAR GENERAL**

9. Do you have knowledge of Data Entry, Word Processing and Computer Operation?
(Yes / No)

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

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

11. Number and Date of Bank Draft/ Banker Cheque and Value:

Number: _____ Amount: Rs. _____ Date: _____

Name of Bank: _____

[Applies only to those who have downloaded the application format from the website of the High Court of Judicature at Allahabad.]

(Signature of Applicant)

NOTE:

1. Candidates should affix a latest taken coloured photograph taken on or after 01st July, 2007 in passport size with his 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 LAW CLERK (TRAINEE)"**.
3. Envelope shall contain only one application form. An envelope containing more than one application form, shall stand rejected.
4. Candidates must attach with the application form, 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.
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 Bank Draft/ Postal Order is not attached 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.Candidate shall give an undertaking on the prescribed proforma that during the engagement as Law Clerk(Trainee) he shall not practice in any court of law nor engage himself in any professional pursuit

9. .The candidates are required to furnish a checklist 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 the Allahabad High Court at www.allahabadhighcourt.in

(SWATANTRA SINGH)

Dated: 20.09.2007

REGISTRAR GENERAL

INDEX FOR CHECK LIST

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

Sl. No	Qualification	Papers attached
1.	<p><i>Bank Draft/Postal Order</i></p> <p><i>Bank Draft/Postal Order No. & Dated _____</i></p> <p>_____</p> <p><i>Amount Rs. _____</i></p> <p><i>Name of Bank _____</i></p> <p><i>[In case of Bank Draft]</i></p>	
2.	<i>Duly attested mark sheet of High School & Equivalent</i>	
3.	<i>Duly attested certificate of High School & Equivalent</i>	
4.	<i>Duly attested mark sheet of Intermediate & Equivalent</i>	
5.	<i>Duly attested certificate of Intermediate & Equivalent</i>	

6.	<i>Duly attested mark sheet of Graduation & Equivalent (B.A./B. Sc./B. Com. etc.)</i>	
7.	<i>Duly attested certificate of Graduation & Equivalent (B.A./B. Sc./B. Com. etc.)</i>	
8.	<i>Duly attested mark sheet of L.L.B.</i>	
9.	<i>Duly attested certificate of L.L.B.</i>	
10.	<i>Duly attested mark sheet of Post Graduation & Equivalent</i>	
11.	<i>Duly attested certificate of Post Graduation & Equivalent</i>	
12.	<i>Duly attested computer Knowledge Certificate</i>	
13.	<i>Details of Other certificate & testimonials (if any)</i>	

Number of Total documents enclosed :

(Signature of Applicant)