

**HIGH COURT LEGAL SERVICES SUB-COMMITTEE,  
AURANGABAD BENCH, AURANGABAD**

Tel.No.0240-2473733, (M) 8591903617  
Email ID:- hclsscabd@gmail.com

No.HCLSSC/1356/2022  
Date:- 07/06/2022

**: ADVERTISEMENT FOR ENGAGEMENT OF “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 one post of “LEGAL ASSISTANT” on contract basis at High Court Legal Services Sub-Committee, (H.C.L.S.S.C.), High Court, Bench at Aurangabad, as per the details given below :-

1.	Name of the Post	“Legal Assistant” on contract basis
2.	No. of Legal Assistant required	Select List (One candidate) Wait List (Two candidates)
3.	Period of engagement	The engagement of the Legal Assistant shall be initially for a term of six months, which can be extended up to two years maximum, on the basis of satisfactory performance of the work.
4.	Qualification	Candidate must be Law Graduate as on the date of advertisement having a Bachelor Degree in Law from any College/ University/Institution established by law.
5.	Duties & responsibilities of the Legal Assistant	To Assist the committee to keep track of all applications seeking legal aid by convicts on daily basis, obtain all documents and information of the convicts which are required for filing of appeals before the Hon’ble Supreme Court or the High Court. Get all documents in digitized format and send to SCLSC through e-mail, if required by SCLSC. Keep track of the cases in which conviction has been upheld by the High Court. As also, he/she should get the documents translated through translators wherever necessary & to prepare complete paper books for onwards transmission to

		Hon'ble Supreme Court Legal Services Committee. The Legal Assistant 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 less than 21 years and more than 28 years of age on the date of publication of this advertisement.
7.	Remuneration	The amount of monthly consolidated honorarium/remuneration shall be Rs. 25,000/- for initial period and if the work found satisfactory then the same may be increased up to Rs.40,000/-, subject to deduction of applicable taxes.
8.	Leave	A Candidate shall be eligible for 8 days Casual Leave in a calendar year, and he/she shall not be entitled to any other leave.
9.	Termination	The H.C.L.S.S.C, Aurangabad holds rights to terminate the services of Legal Assistant at any time without assigning any reason and without any prior notice.

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

11. The shortlisted candidates will have to appear for viva-voce as and when called for, at their own expenses. The candidates shall keep with them a proof of their identity e.g. PAN card/Aadhar Card/Driving licence/Voter ID etc. while appearing for viva voce.

12. Candidates shall submit self-attested copies of following certificates/documents along with their application to the Secretary, High Court Legal Services Sub-Committee, Aurangabad and should also bring original thereof for Verification at the time of Viva-voce :-

- (a) Certificate or proof of date of birth (School or College Leaving Certificate/Birth Certificate/SSC Certificate)

- (b) Mark Sheet and passing certificate of Matriculation, Graduation, Post Graduation, Law Graduation and other documents/certificates such as proficiency in computer operation, typing, if any etc. as mentioned by the candidate in his/her application form.
- (c) In case of married female candidate, if she has changed her name after marriage, document regarding change of her name such as a copy of Govt.Gazette/ marriage Certificate issued by Competent Authority, etc.
- (d) Eligibility of candidates for Viva-voce shall be finally decided after Scrutiny & verification of documents/testimonials produced.
- (e) If any of the particulars furnished by a candidate is found to be false and/or incorrect, the candidate will not be allowed to participate in the selection process and if appointed, shall be liable to be terminated/ removed without notice. Willful/deliberate/intentional suppression of any material fact will also receive same/similar treatment.

13. On the basis of performance of candidate in Viva-voce, a Select List containing name of one candidate and a Wait List containing name of two candidates for above said post will be prepared as per the order of merit and the same will be displayed on the Notice Board of the office and the official website of the Bombay High Court.

14. Name of candidate shall be liable to be removed from the Select List without any notice, if it is revealed that any information, furnished by him/her in the Application Form is incorrect.

15. Candidate trying to meet or bring pressure on member/s of the Selection Committee, Officers/Employees working in the High Court in respect of this selection process, either by himself or through anybody else, and/or by any means, shall stand disqualified.

16. Interested candidates may submit their applications to the High Court Legal Services Sub-Committee, Aurangabad on or before 16/06/2022 till 5.00 p.m.. The applications received thereafter shall not be entertained.

17. The envelope containing the application should be clearly labelled as “Application for the post of Legal Assistant on Contract Basis” and be addressed to :

**The Secretary,  
High Court Legal Services Sub-Committee,  
High Court Bench at Aurangabad,  
Jalna Road, AURANGABAD-431 009.**

18. Instructions for candidates:-

1. Candidates shall note that, no person shall be eligible for appointment:-

i) If he/she is not a citizen of India; or

ii) If he/she has been convicted for an offence involving moral turpitude or he/she is or has been permanently debarred or disqualified by the High Court or UPSC or any State Service Commission from appearing at examinations or selections conducted by them; or

iii) If he/she has been convicted by Criminal Court or there is a criminal prosecution pending against him/her; or

iv) If he/she is not competent to contract.

19. Incomplete application shall be rejected.

High Court Legal Services  
Sub-Committee, Aurangabad

Date: 07/06/2022

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Secretary

**ANNEXURE – I**

**APPLICATION FORMAT FOR THE POST OF  
“LEGAL ASSISTANT ON CONTRACT BASIS” IN THE OFFICE OF  
HIGH COURT LEGAL SERVICES SUB-COMMITTEE, AURANGABAD.**

Affix self  
attested  
recent  
passport size  
photograph

1.	Name (In capital letters)				
2.	Father's/Husband's name				
3.	Date of Birth				
4.	Sex				
5.	Nationality				
6.	Postal address				
7.	Telephone/Mobile No. and E-mail ID				
8.	Educational Qualifications				
Sr. No	Course	Subject	University /Institute	Year of passing	Division/class /Percentage of marks

Date :

Place :

Name & Signature

(Note: Please enclose self attested copies of Birth certificate, LLB Certificate with Mark Lists and other documents relating to educational qualification & certificates of proficiency in computer operation, typing, if any etc. as mentioned in the advertisement ).