

# **HIGH COURT OF JUDICATURE AT ALLAHABAD**

## **APPLICATION FOR THE POST OF LAW CLERK (TRAINEE)**

### **Abridged Advertisement**

Applications for contractual engagement for one year on **95** posts of Law Clerks (Trainee) in the High Court of Judicature at Allahabad on a fixed honorarium of Rs. 12500/- with no other allowances and perquisite, are invited from fresh Law Graduates or those who have appeared in final year/ semester examination of LL.B. and results are awaited and are between the age of 21 years to 26 years as on **01.07.2015** and have not started practice as an advocate or engaged in any other profession. The last date for submission of duly completed application forms is **07.08.2015** till 5.00 P.M. The selection of Law Clerks (Trainee) will be based on an interview. The application forms can be purchased by the candidates from the counter opened at Allahabad High Court and its Lucknow Bench on payment of Rs. 150/- in cash on any working day. They may also download the application form from the website of High Court, Allahabad and use the same subject to paying application form fees of Rs. 150/- to be paid through Bank Draft in favour of Registrar General, High Court of Judicature at Allahabad.

Eligibility, application forms, condition of engagement and detailed instructions for the guidance of the candidates and other details are available on the website of the High Court ([www.allahabadhighcourt.in](http://www.allahabadhighcourt.in)).

**Sd/-  
(Sheo Kumar Singh-I )  
REGISTRAR GENERAL**

# **HIGH COURT OF JUDICATURE AT ALLAHABAD**

## **ADVERTISEMENT**

**ADV. NO.- 01/ Law Clerk (Trainee)/15**

**LAST DATE: 07.08.2015**

**Till 5.00 P.M.**

Application 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. 12500/- 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**

### **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 'Law Graduates' who have not started practice as an advocate or engaged in any other professional or vocation/service. Those who have appeared in LL.B. (Final) in **2014-15** Examination and are awaiting results may also apply. Law graduates having scored not less than 55% marks in their LL. B examination are only eligible to apply for Law Clerks (Trainee). They will be required to submit their final mark sheet of LL.B Examination at the time of interview, which may be held in the fourth week of August, 2015.
- 2. Computer knowledge, i.e., Data Entry, Work 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 **01.07.2015**.

### **Selection Procedure:**

For making selection, competence would be judged on the basis of the interview only, which will be held **only at Allahabad** . The candidates for interview will be called only after screening. No T.A. will be payable for attending the interview.

### **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/she remains attached. He/she 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 as administrative work. Besides attending the Chambers of Hon'ble Judges, the Law Clerk (Trainee) may also be asked to present in Court during hearing of the arguments, take down or prepare notes in Court. The research work assigned to Law Clerk may include performing legal research, drafting memorandums and opinion, comments on statutes, relevant to questions of law. 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 etc.

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/she remained attached for a minimum period of one year. Further, he/she 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 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.

**Martial 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:**

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

(2) Those who have already worked as Law Clerk (Trainee) will not be eligible to apply again.

**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. 150/- in cash. The application forms are also available on the web site ([www.allahabadhighcourt.in](http://www.allahabadhighcourt.in)) and may be downloaded and used subject to payment of application form of Rs. 150/- to be paid through 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. 35/- should be sent to the Registrar General, High Court of Judicature at Allahabad either by Speed Post, Registered Post with AD or through Courier.

**Sd/-  
(Sheo Kumar Singh-I )  
REGISTRAR GENERAL**

# HIGH COURT OF JUDICATURE AT ALLAHABAD

Adv. No. .01/Law Clerk (Trainee)/2015 Name of Post: Law Clerk (Trainee)

Last Date: 07.08.2015

Till 5.00 P.M.

1. Name of Applicant .....

(in CAPITAL letter)

2. Date of birth .....

3. Sex (Male/Female) .....

4. Nationality.....

5. Full Name of Father/Husband .....

.....

6. Present Postal Address .....

.....

.....

6A. Contact Number/Mobile Number .....

7. Permanent Address .....

.....

.....

8. Educational Qualifications:

Name of Exam Passed	Name of Board/ University	Name of Institution/ College	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks obtained

9. Do you have knowledge of Data Entry, Word Processing and Computer Operation?

(Yes / No)

Paste Latest taken on or after 01.01.2015 Colored Passport size photograph duly self signed and attested by Gazetted Officer.

(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.]

12. I want to work as Law Clerk at :

- {( ) tick your choice}
- |                    |     |
|--------------------|-----|
| A. Allahabad       | [ ] |
| B. Lucknow         | [ ] |
| C. Either of above | [ ] |

(Signature of applicant)

**NOTE:**

1. Candidates should affix a latest coloured photograph taken on or after 1st January, 2015 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 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. Selected 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 check list 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](http://www.allahabadhighcourt.in)

**Sd/-**  
**(Sheo Kumar Singh-I )**  
**REGISTRAR GENERAL**

### **INDEX FOR CHECK LIST**

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

<b>Sl No.</b>	<b>Particulars</b>	<b>Paper attached</b>
1.	<i>Bank Draft</i> <i>Bank Draft No. &amp; Dated</i> _____ _____ _____ <i>Amount</i> <i>Rs.</i> _____ <i>Name of Bank</i> _____	
2.	<i>Duly attested mark sheet of High School or Equivalent</i>	
3.	<i>Duly attested certificate of High School or Equivalent</i>	
4.	<i>Duly attested mark sheet of Intermediate or Equivalent</i>	
5.	<i>Duly attested certificate of Intermediate or Equivalent</i>	
6.	<i>Duly attested mark sheet of Graduation or Equivalent</i> <i>(B.A./B.Sc./ B.Com. etc.)</i>	
7.	<i>Duly attested certificate of Graduation or Equivalent</i> <i>(B.A./B.Sc./ B.Com. etc.)</i>	
8.	<i>Duly attested mark sheet of LL.B.</i>	
9.	<i>Duly attested certificate of LL.B.</i>	
10.	<i>Duly attested mark sheet of Post Graduation or Equivalent</i>	
11.	<i>Duly attested certificate of Post Graduation or Equivalent</i>	
12.	<i>Duly attested computer Knowledge Certificate</i>	
13.	<i>Details of Other certificates &amp; testimonials (if any)</i>	
14.	<i>2 self addressed envelopes with postal stamp worth Rs. 35/- each.</i>	

Number of Total documents enclosed:

**(Signature of Applicant)**