

**HIGH COURT OF TRIPURA
AGARTALA**

No.F.11(60)-HC/21/20127

Dated, Agartala, the 10th September, 2021

Advertisement

(For engagement of Law Clerks-cum-Legal Research Assistant)

Applications are invited in prescribed form available in the official website of the High Court of Tripura (<http://thc.nic.in>) from the eligible candidates for filling up 04 posts of Law Clerks-cum-Legal Research Assistant in accordance with the provisions of the "Scheme for Law Clerks-cum-Legal Research Assistant of the High Court of Tripura (as amended upto date)." in the fixed honorarium of Rs.25,000/- per month on contractual basis for a term of one year.

The duly filled in applications must reach the office of the Registrar General, High Court of Tripura, Agartala on or before **24.09.2021** along with Postal Order/Bank Draft of Rs.300/- (Rs.200/- in case of Scheduled Tribes and Scheduled Castes candidates) payable at Agartala in favour of the Registrar General, High Court of Tripura, Agartala along with the documents & photographs as indicated in the application form. Belated and incomplete application will not be entertained and those will be rejected summarily.

A candidate must be a citizen of India as defined in Articles 5 & 6 of the Constitution of India and must be a holder of degree in Law from a recognised University established by Law in India. A fresh law graduate can also apply for the post with the provisional certificate.

The Candidates shall have to appear in an oral test. In case a large number of applications are received, it would be open for the High Court to conduct a screening test. Upon completion of the screening test, the High Court would call the candidates for oral interview to the extent of five times of the number of vacancies notified on the basis of the marks obtained by the candidates in the screening test.

Duties of Law Clerks-cum-Legal Research Assistant is as follows:-

- (i) To assist the Hon'ble Judge, in discharge of judicial functions, the Law Clerks-cum-Legal Research Assistant shall perform the following duties, under direct control of Hon'ble Judge with whom he/she is attached;
 - (a) to read the case files, and prepare the case, i.e., case summary and notes and chronology of events of such comprehensive nature, that it may give to the Hon'ble Judge a complete view of the matter, including the legal questions involved, and the latest case-law having bearing on the subject matter;
 - (b) to search and research legal points and principles under control and guidance of Hon'ble Judge;

- (c) to search out case law, articles, papers and other relevant material required in discharge of judicial function;
- (d) to take down notes of arguments and to prepare notes of cases;
- (e) to identify facts, issues and questions that may arise in the course of arguments, or as may be relevant for judgment;
- (f) to maintain record of Judgments by the Hon'ble Judge along with the points of law decided in that particular case, and to maintain it in such a manner, as to be very conveniently retrievable, as and when needed by the Judge, for any purpose whatever;
- (g) to perform whatever is directed by Hon'ble Judges as regards research or formulation;
- (h) maintenance of record of administrative correspondence, administrative files, and, if specifically entrusted, of particular judicial file(s);

Duty Hours:

It is full time engagement, and Law Clerk will be required to attend residential office of concerned Hon'ble Judge, in addition to normal duty during office hours as per direction of the Hon'ble Judge. He/she may be required to attend office/residential office even on gazetted/local holidays.

Conduct during and after term of assignment:

- (i) A Law Clerk shall maintain devotion to duty, and high standard of moral, during the term of assignment. He/she will not disclose any fact which comes to his/her knowledge on account of such official engagement, during or after completion of term of assignment, unless such disclosure is legally required in discharge of lawful duties.
- (ii) The Law Clerk will not accept any other assignment during term of assignment as Law Clerk.
- (iii) He/she will not practice for a period of one year in the High Court of Tripura after the expiry of the tenure.

Undertaking:

Before taking over assignment, Law Clerk shall submit an undertaking in format prescribed in Schedule I before the Registrar General of the High Court of Tripura

By Order

Sd/-

(D.M.Jamatia)

Registrar General

No.F.11(60)-HC/21/ 20128-48

Dated, Agartala, the 10th September, 2021

Copy to:-

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala.
2. The Secretary to Hon'ble Mr. Justice S. Talapatra, Judge, High Court of Tripura, Agartala.

3. The Secretary to Hon'ble Mr. Justice A.Lodh, Judge, High Court of Tripura, Agartala.
4. The Secretary to Hon'ble Mr. Justice S.G.Chattopadhyay, Judge, High Court of Tripura, Agartala.
5. The Secretary, Bar Council of Tripura, Agartala.
6. The Secretary to High Court Bar Association and all Bar Associations of Tripura.
7. The LR & Secretary, Law, Government of Tripura, Agartala.
8. The Secretary to the Registrar General, High Court of Tripura, Agartala.
9. The Registrar (Vigilance), High Court of Tripura, Agartala.
10. The Registrar (Judicial), High Court of Tripura, Agartala.
11. The Registrar (Admn.P&M), High Court of Tripura, Agartala.
12. The Head of Department, Department of Law, Tripura University, Agartala.
13. The Principal, Government Law College, Agartala, Tripura.
14. The Principal, ICFAI Law College, Tripura.
15. The Joint Registrar, High Court of Tripura, Agartala.
16. All Deputy Registrars, High Court of Tripura, Agartala.
17. The Chief Librarian, High Court of Tripura, Agartala.
18. All Assistant Registrar(s), High Court of Tripura, Agartala.
19. The System Analyst, High Court of Tripura for uploading the Advertisement in the official website of the High Court of Tripura, Agartala.
20. The Superintendent, Establishment Section/Accounts Section, High Court of Tripura, Agartala.
21. Concerned File(s).

D-10/9/21
Registrar General

To
The Registrar General
High Court of Tripura
Agartala

APPLICATION FOR THE POST OF LAW CLERK-CUM-LEGAL RESEARCH ASSISTANT

PHOTOGRAPH

1. Name of the Candidate :
(In Capital Letters)
2. Father's/ Husband's Name :
3. Present Address for communication :
4. Permanent Address :
5. Date of Birth :
6. Age as on the date of application :
7. Educational Qualification(s) :
8. Other Qualification(s), if any :
9. Experience, if any :
10. Marital Status (married/unmarried) :
11. Sex :
12. Whether Schedule Caste/ Schedule
Tribe/General/ other category :
13. Contact Number & e-mail ID :

Place:

Date :

Signature of the Candidate

N.B. Application stating the above particulars along with the following must reach the office of the Registrar General, High Court of Tripura, Agartala on or before **24.09.2021**.

- i) Copy of Certificates relating to Educational Qualifications along with experience certificates, if any.
- ii) Copy of certificate relating to date of birth.
- iii) Copy of certificate relating to Nationality (Citizenship/PRTC/Aadhar Card/Voter I Card).
- iv) 04 (four) copies of self attested recent passport size photographs.
- v) Postal Order/Bank Draft of Rs.300/- (Rs.200/- in case of Scheduled Tribes and Scheduled Castes candidates) payable at Agartala in favour of the Registrar General, High Court of Tripura, Agartala.