

**HIGH COURT OF GUJARAT, SOLA, AHMEDABAD**Website : <https://gujarathighcourt.nic.in> & <https://hc-ojas.gujarat.gov.in>**ADVERTISEMENT NO. RC/B/1320/2025 (LA)****Recruitment to the post of LEGAL ASSISTANT on the establishment of the High Court of Gujarat PURELY ON CONTRACTUAL BASIS**

|                                                    |                         |
|----------------------------------------------------|-------------------------|
| Starting date for submission of Online Application | 01/05/2025 (12.00 Hrs)  |
| Closing date for submission of Online Application  | 19/05/2025 (23.59 Hrs.) |

| Tentative Schedule                           |                            |
|----------------------------------------------|----------------------------|
| Date of Written Test (Objective Type - MCQs) | 15/06/2025 (Sunday)        |
| Viva-voce Test (Oral Interview)              | Month of July/ August 2025 |

The High Court of Gujarat invites **Online Applications** from eligible Candidates, for filling up of **23 Vacancies** for the Post of Legal Assistant, on the establishment of the High Court of Gujarat, on the **Fixed Remuneration** as fixed by the State Government from time to time, **purely on contractual basis**, initially for a period of **11 months**, extendable upto a further period of maximum **11 months only**, subject to the approval of the Honourable the Chief Justice.

**1. ELIGIBILITY CRITERIA :-****[as on Last Date of submitting of 'Online Application']**

Candidates having the below-mentioned criteria be treated as eligible to apply:-

**(a) Age-limit :-**

A Candidate for Appointment to the said Post, shall not be more than **26 years** of age, as on **Last Date of submitting 'On-line Application, i.e. 19/05/2025.**

**(b) Educational Qualifications :**

Fresh Graduates in law with minimum of 55% marks (or equivalent in Cumulative Grade Point System of marking) from any University in India or any Institution recognized by the University Grants Commission.

**Note:** Candidates studying in the Final Year of Law Courses (5 years integrated LL.B. or 3 years LL.B.) may also apply and their candidature may be considered subject to the condition that they subsequently pass the Final Year Examination with requisite Marks i.e. 55% before their appointment.

- (c) **Basic Knowledge of Computer Application / Operation.**
- (d) **Acquaintance of vernacular Language i.e. Gujarati.**

*Note: It may be noted by all concerned that the existing Legal Assistants holding appointment order for 11 months or more pursuant to earlier Recruitment Processes will neither be eligible nor required to appear in the selection process.*

**2. RESERVATION :-**

Reservation policy shall not apply, as the Appointments are on Contractual Basis.

**3. TENURE :-**

- (a) Legal Assistants shall be appointed initially for a period of **11 months**, and their tenure may be extended upto a **further period of maximum 11 months only**, upon recommendation of the Hon'ble Judge concerned, subject to the approval of the Honourable the Chief Justice.
- (b) The appointment may be terminated by either side by giving **one-month notice**, or one month salary in lieu thereof, which requirement may be waived by the other side.

Provided that appointment of Legal Assistants shall be liable to be terminated at any time by the High Court of Gujarat, **without notice** or any compensation if his/her services are found to be unsatisfactory or if he/she violates any of the Rules.

**4. REMUNERATION :-**

The Candidates selected are entitled to draw a Fixed Remuneration of Rs.60,000/- per month, as stipulated in the Legal Department's Resolution No.HCT/102004/4015/D, dated 29/01/2024, 24/07/2024 and LD/BEF/e-file/12/2023/8077/D Section, dated 06/02/2025.

5. **FEEES AND MODE OF PAYMENT :-**

- (a) All Candidates shall be required to pay Fees of **Rs.500/-** plus the usual Bank Charges via **“Print Application / Pay Fee”** Menu option through **SBI e-Pay**, provided on HC-OJAS Portal.
- (b) Please refer **“Online Payment Instructions”** available on the HC-OJAS Portal for **How to Pay Examination Fees**.

6. **DUTIES AND RESPONSIBILITIES OF LEGAL ASSISTANT :-**

Legal Assistant shall assist the Hon’ble Judge in judicial as well as administrative work and in carrying out search and research in matters and on such legal issues as may be required by the Hon’ble Judge to whom he/she, is assigned. His / Her duties shall include attending the Court, making notes, drafting of memorandum, opinions, comments or monographs on such legal matters and research from such material and sources as may be suggested by the Hon’ble Judge to whom he / she is assigned. He/She will also perform duties as & where directed by the High Court.

7. **OTHER CONDITIONS OF SERVICE :-**

- (a) Appointment as Legal Assistant is a **full time assignment** and during the period of appointment the Legal Assistant **shall not be entitled to practice as a lawyer** or to take up any employment, engagement of whatsoever nature either on full-time or on part-time basis.
- (b) The **headquarters** of Legal Assistant shall be the **High Court** which he / she shall not leave during working hours of the High Court without permission of the Hon’ble Judge to whom he / she is assigned.
- (c) Legal Assistant may be required by the Hon’ble Judge to whom he/she is assigned to assist on **public or weekly holidays** and offered equal number of alternative holidays later on.
- (d) Legal Assistant shall be entitled to **11 days of casual leave** of absence with pay in a year and shall not be entitled to any other leave of absence with pay except during Court Vacations when leave of absence with pay may be granted with the permission of the Hon’ble Judge to whom he / she is assigned or the High Court as the case may be.

- (e) If Legal Assistant is required to leave headquarters as part of duty on official work, he / she may be paid **daily allowance** in addition to actual fare paid for the travel as stipulated in the Government Resolution, Legal Department No.HCT/102004/4015/D dated 3.5.2007, as may be amended from time to time.
- (f) Legal Assistant attached to a particular Hon'ble Judge **shall not be entitled to appear before the Hon'ble Judge with whom he/she was attached for a period of one year** from the date of termination of the appointment.
- (g) Legal Assistant **shall not be entitled to appear in any case handled by the Hon'ble Judge** to whom he / she was attached, if the Legal Assistant had worked on that case.
- (h) Legal Assistant shall perform his / her duties with **due diligence and discipline maintaining confidentiality** about all matters and information that he / she may come across during the discharge of his / her duties.
- (i) The assignment as Legal Assistant **shall not confer any right of any employment** under the High Court or the State Government.
- (j) Legal Assistant **shall abide by such other Rules and Conditions of Service**, as may be prescribed by the Honourable the Chief Justice.
- (k) Legal Assistant shall, upon acceptance of his/her appointment as such, **undertake in writing to abide by the Rules and shall, in particular, undertake** that he / she shall perform his / her duties with due diligence and discipline maintaining confidentiality about all the matters and information that he / she may come across during the discharge of his / her duties.

8. SCHEME OF EXAMINATION :-

- |     |                                      |             |
|-----|--------------------------------------|-------------|
| [A] | Written Test [Objective Type – MCQs] | [100 Marks] |
| [B] | Viva-voce Test [Oral Interview]      | [50 Marks]  |

**[A] Written Test (Objective Type - MCQs) - OMR Based:**

**(Tentatively to be conducted on 15/06/2025)**

**(a)** The **Written Test (Objective Type - MCQs)**, shall be conducted at Ahmedabad at the venue, **as may be decided by the High Court, comprising of 100 Marks, of 2 hours' duration, consisting of 100 - Multiple Choice Questions (MCQs) each of 01 Mark, with Negative Marking of 0.25 Mark for each Wrong / Multiple Answer.** The Syllabus for said **Written Test (Objective Type - MCQs)**, shall be as follows :

1. The Constitution of India
2. The Code of Civil Procedure, 1908
3. The Indian Penal Code, 1860 & The Bharatiya Nyaya Sanhita, 2023
4. The Code of Criminal Procedure, 1973 & The Bharatiya Nagarik Suraksha Sanhita, 2023
5. The Indian Evidence Act, 1872 & The Bharatiya Sakshya Adhiniyam, 2023
6. The Indian Contract Act, 1872
7. The Specific Relief Act, 1963
8. The Transfer of Property Act, 1882
9. The Limitation Act, 1963
10. General Knowledge
11. English Language
12. Computer Skills/Applications knowledge
13. General I.Q. Test

**(b)** The **Language** of Question Paper of **Written Test (Objective Type - MCQs)** will be **English**.

**(c)** The **Written Test (Objective Type - MCQs)** shall be administered through an OMR Sheet and shall be evaluated by OMR Sheet Scanning Machine and therefore, re-evaluation, rechecking/reassessment of OMR Sheets, will not be entertained by the High Court.

**(d)** The candidates securing minimum **50% Marks** in the **Written Test (Objective Type - MCQs)**, alone shall be eligible for being called for Viva-voce Test.

- (e) In case, large number of Candidates qualify in Written Test, it shall be open for the High Court, **to restrict the number** of Candidates as necessary, according to Merit, to proceed to the next stage.

**[B] Viva-voce Test (Oral Interview):**

**(Tentatively to be conducted in the Month of July/ August - 2025)**

- (a) Viva-voce Test shall be of **50 Marks**.
- (b) For being eligible to be included in the Select List, the candidate shall have to obtain minimum **50% Marks** in the Viva-voce Test.

**[C] Selection of Candidates**

The Select List will be prepared on the basis of **aggregate marks** obtained by the Candidates in the **Written Test & Marks obtained in Viva-voce Test, according to merit.**

**9. DISQUALIFICATION FOR APPOINTMENT :**

No person shall be eligible for appointment to the service –

- (a) unless he/she is a **citizen** of India.
- (b) if he/she is **dismissed** from Service by Central Government or any State Government or U.Ts. or any High Court or Statutory or Local Authority.
- (c) if he/she has been **convicted** of an offence involving moral turpitude or who is or has been permanently **debarred** or **disqualified** by the High Court or the Union / State Public Service Commission or by any Recruiting or Examination Conducting Authority from appearing in Competitive Examinations or Selections.
- (d) if he/she directly or indirectly **influences** the Recruiting Authority by any means for his / her candidature.
- (e) if he is a man, and has **more than one wife** living, or, if a woman, has married a **man** already having **another wife**.
- (f) if he/she may be found in **possession** with any **electronic gadget(s)** and/or **indulging in unfair practices** during any of the Examination/Test.



10. HOW TO APPLY :

Please Refer "How to Apply – User Manual" on HC-OJAS Portal.

11. GENERAL INSTRUCTIONS :

- (a) Candidates born after 19/05/2007 shall not be eligible to apply.
- (b) Only the Candidate, who has **successfully submitted CONFIRMED Online Application & paid the requisite Examination fees**, shall be eligible to appear in the Written Test.
- (c) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Written Test and/or Viva-voce Test shall be final. No candidates, to whom the respective **e-Call-Letter-cum-Admission Slip** has not been issued by the Recruiting Authority, shall be allowed to appear in the Written Test / Viva-voce Test.
- (d) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Written Test / Viva-voce, if called for, at the place and time that may be decided by the High Court.
- (e) The list of **eligible candidates** will be placed on **High Court website** as well as on **HC-OJAS portal, at the relevant time**.
- (f) ONLY after conclusion of the Recruitment Process, Results (Marks) of each stage of Examination shall be made available to each Candidate, except the Candidates disqualified at either of the examination stage, by providing a link to a webpage on the HC-OJAS website – **<https://hc-ojas.gujarat.gov.in>**, with individual password (One Time Password OTP) via, SMS on his/her registered mobile number.
- (g) **Mere success** in the Examination shall not confer any **right to appointment** and no Candidate shall be appointed to the post unless the High Court is satisfied, after such **inquiries** as may be considered necessary that the Candidate is **suitable** in all respects for appointment to the post.
- (h) The selected Candidate will not be appointed unless the **Medical Authority** specified by the High Court, certifies him/her to be fit to discharge the duties ascribed to the post.
- (i) Candidate is required to produce the following **original testimonials / documents** as well as **one set of self-attested**

copies thereof alongwith recent passport size colour photograph, as and when called for, by the High Court :

- i. **Print out** of the duly filled-in confirmed '**Online Application**' alongwith e-Payment Receipt/Challan.
- ii. **School Leaving Certificate** or **Birth Certificate** issued under Birth & Death Registration Act.
- iii. **Educational Qualification** : Mark-sheets and Certificates of SSC, HSC, Final Year of Graduation, Post Graduation, 3 years LL.B. course OR 5 years LL.B. course (Year-wise / Semester-wise), as per requirement/applicable.
- iv. Enrollment Letter of Bar Council of State, if any.
- v. Requisite Certificate with respect to **Basic Knowledge of Computer Application/Operation** as prescribed by the State Government from time to time.
- vi. Certificate relating to experience, if any.
- vii. **Certificates** issued by **Two Respectable Persons** being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying of **his/her good moral character (original)** (*To be issued in last 6 months*)
- viii. Government Gazette, showing change in name/surname etc, if any.
- ix. In case any Civil Case(s)/Criminal Case(s) / Complaint(s) have been filed against the Candidate **OR** filed by the candidate concerned, authenticated / attested copies of the relevant documents, viz. FIR / Charge-sheets, Judgment etc.
- x. **Original Identity proof** i.e. Election Card/ PAN Card/ Valid Driving Licence/ Valid Passport / Aadhaar Card/ I-Card issued by Bar Council of the State, etc. **& a copy thereof, along with the 'e-Call Letter-cum-Admission Slip.'**

- (j) **Candidates should not contact the High Court Registry by Phone calls/ Personal Visits**, for making general queries. They should keep checking the High Court-OJAS Websites for updates, and/or 'Detailed Advertisement'/ SMS Alerts on their registered Mobile/Cell Number. **No Phone Calls / Personal Visits, shall be entertained.**



- (k) Candidates are advised to read "Common General Instructions" given on the HC-OJAS Portal.
12. Any Application with respect to instant Recruitment Process, even under the R.T.I. Act, seeking any information, will not be entertained till the completion of the entire Recruitment Process.
13. The decision of the High Court of Gujarat in respect of all matters pertaining to this Recruitment Process would be final and binding on all the Candidates.

High Court of Gujarat,  
Sola, Ahmedabad.  
Date :- 28/04/2025

Sd/-  
Registrar (Recruitment)