

**OFFICE OF THE REGISTRAR GENERAL, HIGH COURT OF
JUDICATURE AT BOMBAY AND ITS BENCHES
AT NAGPUR AND AURANGABAD.**

: NOTICE :

No.RC. 1502/2025/(Law Clerk)/180

Date: 10/01/2025

RECRUITMENT FOR THE POST OF "LAW CLERK"

Applications are invited from the eligible candidates for preparing Select Lists of candidates to be appointed as 'Law Clerk', on contract basis, for a period of one year from the date of appointment, on the establishment of the High Court of **Bombay** and its Bench offices at **Nagpur** and **Aurangabad**, as per the following:-

Sr.No.	On the establishment of High Court of Judicature at Bombay	No. of candidates on Select Lists
1	Principal Seat at Bombay	37
2	Bench at Nagpur	11
3	Bench at Aurangabad	16

1. Eligibility Criteria :-

The following categories of applicants shall be eligible to apply for selection as Law Clerks :

- (A) (i) Fresh Law Graduates who have passed the final LLB Examination in the first attempt with minimum of 55% marks.
- or
- (ii) Candidates possessing a Post Graduate Degree in Law.
- (B) The High Court may consider giving preference to candidates holding a Post Graduate Degree in Law.
- (C) Candidates must have basic knowledge in the use of Computers/Laptop and softwares relating to case laws.
- (D) The candidates must not be less than 21 years of age or more than 30 years of age, on the date of application.

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2. Procedure for Submitting Applications :-

- (A) The candidature of each applicant should be recommended by the Principals of any of the institutions from where they pursued the LL.B/LL.M.
- (B) In the alternative, the applicants may be recommended by :-
For Principal Seat at Bombay :-
- i) the President of the Bombay Bar Association ; or
 - ii) the President of the Advocates Association of Western India; or
 - iii) the President of the Incorporated Law Society
 - iv) **For Bench at Nagpur**
the President, High Court Bar Association, Nagpur.
 - v) **For Bench at Aurangabad**
the President, High Court Bar Association, Aurangabad
 - vi) **For Bench at Panaji-Goa.**
the President, High Court Bar Association, Panaji-Goa
- (C) The Principals of the respective institutions or, as the case may be, the respective Presidents of the Bar Associations should follow objective and transparent criteria in recommending applicants in order to ensure that candidates have an equal opportunity to apply for selection.
- * (Note :- Candidates are hereby directed to show the aforesaid clause 'C' to their respective college for their recommendation).

3. Selection Process :-

- a) Eligible Candidates who have been recommended by the Principals of the Law Colleges from where they pursued the L.L.B./L.L.M. or Presidents of Bar Associations named above will have to appear for a personal interview at the High Court, Bombay at their own cost on the date and time to be notified to them.
- b) The Selection Committee for such interview shall comprise of such Hon'ble Judge or Hon'ble Judges nominated by the Hon'ble the Chief Justice.
- c) Selection of such candidates shall be based on merit. The marks allotted for the Interview is 50 (minimum passing marks 25).
- d) The list of selected candidates shall be subject to the approval of the Hon'ble the Chief Justice.

e) Appointments will be made as per the vacancy and requirement from the Hon'ble Judges.

4. Nature of work to be assigned to Law Clerks :-

Law Clerks shall carry out such work as assigned by the Hon'ble Judge including to assist the Judge in his/her Judicial work by carrying out research in such matters and on such legal issues as may be required by the Judge also to attend the Court, make notes, draft memoranda etc.

5. Honorarium of Law Clerks :-

A) Each Law Clerk may be paid a consolidated amount of Rs. 65,000/- per month as Stipend/Honorarium for his/her assignment, or such amount as may be prescribed from time to time by the Government.

B) Law Clerks shall not be entitled to any other allowances and shall not be treated or deemed to be in the regular employment of the High Court.

6. Period :-

A) All Law Clerks will be ad-hoc appointees on a contractual basis for a period of one year. However, any Law Clerk may be discharged even before the completion of a year. The Hon'ble Judge may, at any time prior to expiry of the period of one year, recommend for termination of the services of the Law Clerk, in which case the appointment shall be terminated forthwith.

B) The term of appointment may be extended by a maximum period of one more year if recommended by the Hon'ble Judge concerned to whom he/she is attached, subject to the approval of the Hon'ble the Chief Justice.

C) The appointment may be terminated by either side by giving one month notice, or one month salary in lieu thereof, unless waived by the Hon'ble the Chief Justice.

D) Provided that appointment shall be liable to be terminated at any time by the Hon'ble the Chief Justice without notice or any compensation if his/her services are found to be unsatisfactory or if he/she violates any of these Rules.

7. Leave of Absence Admissible to the Law Clerks :-

A) Law Clerks may be granted such leave of absence as may be approved by the Hon'ble Judge to whom they are attached, subject to maximum of 8 days in a calender year.

B) The headquarters of Law Clerks shall be the High Court which he/she shall not leave during working hours of the High Court without permission of the Judge to whom he/she is assigned.

8. Working Hours for Law Clerks :-

Law Clerks may be required to attend the Courts/Chambers, official residence of the Hon'ble Judge to whom they are attached as and when called by the Hon'ble Judge. The work envisaged may also be on Court Holidays or beyond the court/office hours, as directed.

9. Bar to Practice as an Advocate :-

A) No Law Clerk shall appear as an Advocate in any Court of Law or Tribunal as long as he or she continues with the assignment as a Law Clerk.

B) The Law Clerk shall refrain from practicing before the Hon'ble Judge with whom he/she was attached for a period of one year after ceaser of his/her assignment as Law Clerk.

C) Law Clerks shall not be entitled to appear in any case handled by the Hon'ble Judge to whom he was attached if the Law Clerks had worked on that case.

10. Absence of Law Clerks without approval of leave or beyond the leave period :-

In case of Law Clerk remains absent from work assigned to him/her either without getting the permissible period of leave sanctioned from the Hon'ble Judge to whom he or she is attached or remains absent upon the expiry of the period of sanctioned leave, there shall be a proportionate deduction of amount from their Stipend/honorarium for the period of un-authorized absence.

11. Conduct of Law Clerk :-

A) During the period of assignment every Law Clerk shall maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to him/ her.

He/she shall maintain utmost secrecy including in respect of matters which come to his/her notice by virtue of such assignment and shall ensure that no information/document or any other material is leaked out because of his/her handling of papers or his/her deliberations with others, or in any other manner.

B) Similarly, during the period of assignment and at all times, the Law Clerk shall maintain complete secrecy regarding the Hon'ble Judge and the work assigned to him by the Hon'ble Judge.

C) Law Clerk shall abide by such other Rules and conditions of service as may be prescribed by the Hon'ble the Chief Justice.

D) Law Clerk shall upon acceptance of his/her appointment as such, undertake in writing to abide by these 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.

12. Date of Interview :

Date of Personal Interview will be published on web site of the High Court so also intimated only on the e-mail address of the candidates given in his/her application. The candidate must observe website of the High Court of Bombay to that effect. High Court website is <http://bombayhighcourt.nic.in>.

13. Fees for submitting application :-

A) The fees of ₹ 500/- should be paid at the time of submission of application form, by way of **Postal Order or Demand Draft in favour of "Assistant Registrar for Registrar General, High Court, Appellate Side, Bombay"**. The fees shall not be refunded in any case. Mere payment of non-refundable fees by a candidate does not create any right in favour of the candidate to appear for the Personal Interview.

B) The application form will not be considered for the advertised post unless payment is made towards application fees.

14. Last date for submission of application:

Applicants should submit the application alongwith his/her self attested documents upon recommended by the Principals of institutions from where they pursued the L.L.B./L.L.M. / Presidents

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of Bar Associations, addressed to the Registrar (Personnel), High Court, Appellate Side, Bombay, 5th floor, New Mantralaya Building, G. T. Hospital Compound, Behind Ashoka Shopping Centre, Near Crawford Market, L.T. Marg, Mumbai – 400 001 on or before **29/01/2025 till 5.00 p.m. by Speed Post/R.P.A.D./Hand delivery/Courier.** The Applications received thereafter will not be considered. The cover containing the application shall be super scribed as :

“Application for Appointment of Law Clerk”.

BY ORDER OF HONOURABLE THE CHIEF JUSTICE

sd/-

Registrar General,

Date: 10th January, 2025.

High Court of Judicature at Bombay