



## **HIGH COURT, MADRAS**

Notification No.209/2021

Roc.No.28/2020-Con.Estt.I.

Applications are invited from eligible candidates for filling up of 37 vacancies of Law Clerks to the Hon'ble Judges, High Court, Madras (both in the Principal Seat at Madras and at Madurai Bench of the Madras High Court, Madurai), on adhoc basis, for a period of one year.

Before filling up the Application Form the candidates are requested to go through the Guidelines for appointment of Law Clerk to the Hon'ble Judges in the official website of the Madras High Court (viz., [www.hcmadras.tn.nic.in](http://www.hcmadras.tn.nic.in)) and satisfy himself / herself that he/she is eligible in all respects for the post.

### **1. Eligibility criteria:-**

- (i). **Age:-** Should not have attained the age of 30 years as on 01.07.2021.
- (ii).Candidate should be a Graduate in Law (under 10+2+3+3 or 10+2+5 pattern) from the recognized Universities in the Indian Union and recognized by the Bar Council of India for admission as Advocate or Attorney of an Indian Court.
- (iii).Candidates who have passed all his/her Examinations, while studying law, within the duration of their course are alone eligible to apply.
- (iv).Candidates who have obtained his/her Law Degree during the academic years 2019-2020 and 2020-2021, are only eligible to apply for the assignment as Law Clerk to the Hon'ble Judges.
- (v).Candidates pursuing Post Graduate Degree in Law or any other Degrees or Programmes requiring their compulsory attendance elsewhere are not eligible to apply for the assignment as Law Clerk.

## **2. Place of posting:-**

Selected Candidates will be posted either in the Principal Seat at Madras or at Madurai Bench of the Madras High Court, Madurai and are also liable to be transferred vice versa in case of administrative exigencies.

## **3. Nature of work:-**

The assignment as Law Clerk is on full time basis. Law Clerks will have to assist Hon'ble Judges not only in the Judicial work but also in their Administrative work as follows:-

### **(a) Judicial:-**

(i).Reading of case files, preparation of the case including case summary and notes, chronology of events.

(ii).Identifying facts and issues, questions that may arise or may need to be addressed.

(iii).Research work including Case Laws, Articles, Papers and assisting in preparation of judgments, corrections and editing.

(iv).Presence in Court during hearing of cases, taking down notes of arguments and doing research on citations.

### **(b). Administrative:-**

(i).Maintaining case files.

(ii).Preparation of research or academic papers, speeches, assistance in important conferences.

(iii).Being aware of court procedures viz., method of filing of various categories of cases, provisions of law, movement of cases before and after filing, etc.,

(iv).Statistical reports including timely delivery of judgments.

(v).Maintenance of books, other research papers and materials and such other works entrusted by the Hon'ble Judge to whom the Law Clerk is attached from time-to-time.

## **4. Period of assignment and de-assignment:-**

(i) Law Clerks will be adhoc appointees and their engagement shall be initially for a period of one year from the date of their taking up their assignment, which may be extended for a further period of not exceeding one more year,

subject to the approval of the Hon'ble The Chief Justice or the Committee nominated by the Hon'ble The Chief Justice. However, the assignment of any Law Clerk may be discontinued even before the completion of one year, without notice.

(ii) The Candidates should join their assignment of Law Clerk within the period specified in their order of appointment. No request for extension of time for joining the assignment of Law Clerk will be entertained, under any circumstances.

(iii) Law Clerk shall not be treated or deemed to be a regular employee in the Madras High Court Service.

(iv) Any Law Clerk intending to leave the assignment as Law Clerk within a period of one year, shall give prior notice of three months to the Registry and under prior intimation to the Hon'ble Judge to whom he/she attached.

(vi). In case any Law Clerk leaves the assignment as Law Clerk before the expiry of his/her tenure either without giving three months' notice or with short date, he/she will be relieved only on repayment of the entire three months or proportionate amount, received by them as honorarium. However, waiver of repayment or fixation of proportionate amount may be at the discretion of the Hon'ble Chief Justice / Committee.

#### **5. Disqualification:-**

No person shall be qualified for assignment as Law Clerk to the Hon'ble Judges;

- (i) If he/she has been removed or suspended from its roll by the Bar council or was found guilty of professional misconduct by the Bar Council under the provisions of Advocates Act, 1961 (Central Act 25 of 1961) or orders of the court or Judicial forum, (or)
- (ii) If any disciplinary proceedings or penalty or punishment has been imposed or contemplated by the Bar Council or any Disciplinary authority or Court, which in the opinion of the Hon'ble High Court, renders him/her unsuitable for appointment in Judicial Service, (or)

- (iii) If he/she has been temporarily or permanently debarred or disqualified by the High Court or the Union Public Service Commission or any State Public Service Commission or any other Recruitment Agency, Board or Commission from appearing for examinations/interview or selections conducted by it, (or)
- (iv) If dismissed or removed or stigmatic termination from services by, Central Government or High Court or any State Government or Statutory or Local authority or from any employment, (or)
- (v) If named or described but not specifically named in FIR / facing criminal proceedings, charges, accused in private complaint / convicted / proceedings closed / dropped / discharged / acquitted / quashed by Court of Law which in the opinion of High Court not suitable, (or)
- (vi) If he/she has entered into, or contracted marriage or living in relationship with a person having a spouse living, or who, having a spouse living, has entered into or contracted a marriage or living in relationship with any person, (or)
- (vii) (a) If, he/she influences or attempts to influence, or obtains or attempts to obtain, any favour in any form at any state of Selection Process;  
(b) If impersonates by or for the candidate;  
(c) If makes or submits any forged document in support of his / her candidature  
(d) If he / she conceals any material information or provides any false information or makes false/wrong claim at any stage of selection process, or  
(e) If he/she attempts to enlist support or canvases in any form for his/her candidature or selection, through persons of influence or offices of Government / High Court.

**6. Mode of Selection:-**

- (i) The eligible candidates will have to appear for viva voce test at Chennai.
- (ii) No TA/DA will be paid to the candidates for attending the viva voce.

## **7. Honorarium:-**

(i) Each Law Clerk shall be paid a consolidated amount of Rs.30,000/- (Rupees Thirty Thousand Only) per month as Honorarium for their assignment.

In case any unusual / force majeure occasion, like corona, etc., arises in future, making it impossible for Law Clerks to attend Chambers or Courts of the Hon'ble Judges, to whom they are attached, only 50% of the amount will be paid to them, as monthly honorarium.

(ii) Law Clerks shall not be entitled to any other allowances or perks.

## **8. Leave Entitlement:-**

(i).Law Clerks shall be entitled for One day Casual Leave on completion of one Calendar month. The unavailed Casual Leave in a particular month may be carried forward, subject to maximum eligibility of 12 days in a Calendar Year.

However, they will be permitted to proceed on Casual Leave with prior intimation to the Hon'ble Judge to whom they are attached.

(ii).If, any Law Clerk is found to be exceeding the permissible limit of 12 days of Casual Leave in a Calendar Year, necessary deductions will be made from their monthly Honorarium, on pro-rata basis.

## **9. Bar to Practise as an Advocate:-**

No Law Clerk, during the currency of their assignment, shall be entitled to practise as an Advocate in any Court of Law or Tribunal or Authority and it will be obligatory for them, after accepting the assignment as Law Clerk, to inform the Bar Council concerned, in writing, that he/she will not practice as an Advocate as long as he/she continues with the assignment as Law Clerk.

The Law Clerks, during the currency of their assignment, shall not be entitled to take up any employment, engagement of whatsoever nature either on full-time or part time basis.

The Law Clerk shall refrain from practicing before the Hon'ble Judge with whom he/she was attached, for a period of two years, after relinquishment of his/her assignment as Law Clerk.

**10. Other Instructions to the candidates:-**

- (a) Candidates are required to take a printout of the Application Form from the Official website of the Madras High Court ([www.hcmadras.tn.nic.in](http://www.hcmadras.tn.nic.in)) and submit their applications duly signed with full particulars.
- (b) Except the Application Form hosted in the official website of the Madras High Court, no other application form should be made use of by the candidates.
- (c) Candidates should enclose self attested copies of all Educational Certificates including the statement of marks obtained in Law Degree.
- (d) Candidates should **not** send Original Testimonials.
- (e) The duly filled-in applications should be submitted through Registered Post with Acknowledgement Due and superscribed on the envelope as "Application for the post of Law Clerk to the Hon'ble Judges", and addressed to The Registrar General, High Court, Madras-600 104, on or before 13.09.2021.
- (f) The filled in Application Form (Soft copy) should also be sent through e-mail at [mhclawclerkrec@gmail.com](mailto:mhclawclerkrec@gmail.com) on or before 10.09.2021.
- (g) Candidates should submit their application by two means, viz. through e-mail on or before 10.09.2021 and through post on or before 13.09.2021. Omission of any one method will lead to rejection of application.**
- (h) The right to call for appearance before the Hon'ble Committee is reserved.
- (i) Incomplete applications, applications not in the prescribed form and applications received after the due date, will be summarily rejected and no further correspondence in this regard will be entertained.

### **11. Conduct of Law Clerk:-**

(i) During assignment the Law Clerk should maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to him/her.

(ii) During the period of assignment and at all times, the Law Clerk shall maintain complete confidentiality regarding the work assigned to him / her by the Hon'ble Judge. He / She shall maintain utmost confidentiality in respect of matters which come to his / her notice by virtue of such assignment and should ensure that no information or document is leaked out because of his / her mishandling of papers on his/her deliberations with others, or in any other manner.

If any dispute or questions arise relating to the disqualification / suitability of the candidates or interpretation of the Guidelines / Notification, the decision of the Hon'ble the Chief Justice, High Court, Madras is final.

HIGH COURT, MADRAS.  
DATED:05.08.2021.

Sd/- K.GOVINDARAJAN THILAKAVADI,  
REGISTRAR GENERAL(i/c) /  
REGISTRAR(DIST. JUDICIARY).

#### **Note :-**

- (1). The number of vacancies notified are only approximate and are liable for increase or decrease with reference to vacancy position at any point of time before finalization of selection.
- (2). The Guidelines for appointment of Law Clerk to the Hon'ble Judges is available in the official website of the High Court, Madras viz., [www.hcmadras.tn.nic.in](http://www.hcmadras.tn.nic.in). Candidates are required to acquaint themselves with the Guidelines before submitting the application.

**HIGH COURT, MADRAS**

(Before filling up the Application, the candidates are required to go through the 'Notification' carefully)

**APPLICATION FOR THE ASSIGNMENT OF LAW CLERK TO THE HON'BLE JUDGES**

Affix latest  
Passport size  
Photo  
(Don't staple)

1	Name of the Candidate with initials: (in Block Letters as in School Record) (In case of name change, as mentioned in Gazette )			
2	(i) Father's Name: Father's Occupation			
	(ii) Mother's Name Mother's Occupation			
3	(a) Date of Birth: (DD/MM/YYYY)			
	(b) Age (as on 01.07.2021)			
4	Marital Status:			
	(i) If Married, Name of the Spouse: (ii) Occupation of Spouse			
5	Gender: Male / Female / Third Gender			
6	(i) Nationality:			
	(ii) Religion:			
	(iii) Community:			
	(iv) Caste:			
7	Mother Tongue:			
8	Languages known :  Tamil English Hindi Others (Specify)	<b>Read</b>	<b>Write</b>	<b>Speak</b>
9	Permanent Address: (With Pincode)			
10	Address for Communication: (With Pincode)			
11	e-mail ID (Note:Mandatory)			



12	Contact Phone No. a) Mobile (Note:Mandatory) - 1) Alternate number 2) b) Landline (With STD Code) -						
13	Academic Qualifications : (Starting with X Standard)						
	Sl. No.	Educational Qualification	Name of the Board / College & University	Medium of Instruction	Mode	Year of passing	Percentage of marks
	1						
	2						
	3						
	4						
	5						
14	Enrollment Details, if enrolled						
15	Whether passed the All India Bar Council Examination, If so, provide details						
16	Previous Experience, Employment, if any:				(Proof must be enclosed)		
		Name of the Office		Period of Employment		Remarks	
	1						
	2						
	3						
	4						
17	Provide details regarding participation in Moot Court						
18	Brief details about any other achievement (Articles / Books written / Specialized in Branch of Law)						
19	a) Whether the candidate is / was a member of any political organisation?						
	b) Whether the candidate has contested any election?						
	c) Whether the candidate has participated in any political agitation? If yes, give details						
20	Whether any criminal case is/was registered (including Registration of FIR)/filed/pending/case Disposed? If Yes, give details:- Enclose separate sheet if required (Enclose all relevant papers)						

21	Whether the candidate has been / was arrested / released on bail / charged / convicted / pending quashed / discharged / action dropped / case referred, etc., If Yes, give details:- Enclose separate sheet if required (Enclose all relevant papers)	
22	Whether the candidate is / was debarred / disqualified by any recruitment agency / Educational institution/ Bar Council - Suspended / Enquiry pending/contemplated by Bar Council. If Yes, give details.	
23	If employed earlier, whether dismissed / removed from service	
24	Extra-curricular activities, if any	
25	Computer Knowledge, if any	
26	Soft Skills, if any	

**Check list for enclosures :-**

Please Tick (✓)

1. Evidence of Date of Birth (Birth Certificate / SSLC / HSC / TC)	
2. Community Certificate from the competent authority	
3. Evidence of Educational qualification	
(i). SSLC	
(ii). HSC / Diploma	
(iii). UG Degree	
(iv). PG Degree (If any)	
(v). Additional Qualification (If any)	
4. Gazette copy in case of Name change	
5. Proof of previous work experience, if any	
6. Evidence of extra - curricular activities if any.	

**Declaration by the Candidate**

I solemnly declare that the particular(s)/information given by me in column numbers 1 to 26 above are true and correct to the best of my knowledge and no information relevant for this selection has been suppressed. I further undertake that in the event of any of the particular(s)/information given above is/are found to be incorrect/false at any stage, my candidature or appointment (if so made) be treated as cancelled/terminated and I shall not claim anything on the basis thereof.

Place :

Date :

**SIGNATURE OF THE CANDIDATE**