

THE HIGH COURT OF MEGHALAYA

SHILLONG

No. HCM.II/85/2016/2313

Dated, Shillong 28th June 2016

ADVERTISEMENT

Applications for Contractual engagement of **4 (four)** persons as Law Clerks for a period of 1 Year under terms and conditions mentioned in Scheme for engaging Law Clerks-cum-Legal Research Assistants in the High Court of Meghalaya, which is available on the website <http://meghalayahighcourt.nic.in>, are invited from eligible candidates having essential qualifications. Maximum age of the candidate as on 1st January of 2016 must not be more than 33 years. The application (duly filled up and complete in every manner), must reach the office of Registrar General, High Court of Meghalaya, Shillong on or before 22.07.2016 during office hours. Form of Application is available on and can be downloaded from the website <http://meghalayahighcourt.nic.in>

REGISTRAR GENERAL

Memo No. HCM.II/85/2016/2313-A

Dated, Shillong 28th June 2016

Copy to: -

1. The Joint Registrar-cum- Secretary to the Hon'ble Chief Justice High Court of Meghalaya, Shillong.
2. The Private Secretary to Hon'ble Mr. Justice S.R. Sen, High Court of Meghalaya, Shillong.
3. The Private Secretary to Hon'ble Mr., Justice V.P. Vaish, High Court of Meghalaya, Shillong.
4. The Director, Information and Public Relations Meghalaya, Shillong with a request to get the above advertisement published in one national level newspaper and one newspaper having circulation in Meghalaya.
5. The concerned Universities/Colleges/Institutions
6. Notice Board.
7. Office file.

REGISTRAR GENERAL

SCHEDULE – II
HIGH COURT OF MEGHALAYA

Affix passport
sized coloured
photograph duly
signed and
attested

Adv. No.____/LCLRA/...../

- 1) Name of Post: Law Clerk-cum-Legal Research Assistant
- 2) Name:
- 3) Mother's Name:
- 4) Father's Name:
- 5) Date of Birth:
- 6) Present Address:
- 7) Permanent Address:
- 8) Whether SC/ST/OBC? If so, a certificate to that effect to be enclosed.
- 9) Educational Qualifications with the year of passing, division or class secured in different examination from H.S.L.C./H.S.S.L.C. onwards (Copy of the relevant LL.B. certificate or degree should be furnished).
- 10) Whether enrolled as advocate or engaged/appointed elsewhere? If so, furnish the particulars.
- 11) Whether any Civil or Criminal proceeding is pending by or against you? If so, furnish the details of the case.
- 12) Do you have knowledge of Computer Operations? (Yes/No)
- 13) Whether you have undergone any certificate/diploma course in computer operation from a recognized Institute? If so, please give the particulars_____
- 14) Number and Date of Bank Demand Draft/Bankers Cheque /Postal Order and Value:

Number_____Amount: _____Date._____

Name of Bank/ Post Office:

Date:_____

(Signature of Applicant)

Notes

1. The candidate should affix a latest taken coloured photograph in passport size with his/her own signatures 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-CUM-LEGAL RESEARCH ASSISTANT”**.
3. One envelope shall contain only one application form. If an envelope contains more than one application form, all such applications shall stand rejected.
4. The candidate must attach with the application form, certified copies of the certificates in support of his/her age and educational qualifications, extra curricular activities and computer knowledge.
5. An application may be sent either by Speed Post, Registered Post A.D. Post, or through Courier; it can also be deposited in the office of the Registrar General of the High Court of Meghalaya during office hours.
6. The defective application, which is not complete in any respect, will be rejected out-right.
7. Any application received after the last date will not be entertained and the High Court will not be responsible for any postal delay.
8. The candidate is required to furnish a checklist along with application form mentioning therein details about the certificates and the testimonials enclosed with the form.
9. Information regarding format of application and other information available on the website of the High Court of Meghalaya at <http://meghalayahighcourt.nic.in> must be read carefully before filling up the application.