

ORISSA HIGH COURT, CUTTACK

ABRIDGED

ADVERTISEMENT NO. 9394 / DATE: 17.08.2018

Applications for Contractual engagement of 13(Thirteen) persons as Research Assistants for a period of 2 (two) years under terms and conditions mentioned in the ' Scheme for engaging Research Assistants in the High Court of Orissa' available in the website of the High Court, are invited from eligible candidates having essential qualification. Maximum age of the candidates as on 1st January of the year 2018 must not be more than 33 years. The last date of receipt of application (duly filled up and complete in every manner) in the office of Registrar General, Orissa High Court, Cuttack, is **dtd. 03.09.2018** during office hours. Form of application is available on and can be downloaded from the website [http:// orissahighcourt.nic.in](http://orissahighcourt.nic.in).

The applications of candidates who were earlier engaged as Research Assistants and are currently working as Research Assistant will not be entertained.

Every application submitted shall be accompanied by a Bank Draft of Rs. 100/- by the General category and Rs.50/- by the candidates of S.C. & S.T. category in favour of Registrar (Administration), Orissa High Court, Cuttack payable at State Bank of India, Main Branch, Cuttack. The fees paid in connection with the application will not be refunded in any case.

There will be a short listing of 100 applicants to appear the Computer Application Test on the basis of marks secured in the LLB Examination.

The short listed applicants shall appear in the Computer Application Test (Qualifying in nature) carrying 50 marks. The applicants securing 25 marks and above will be qualified to appear the interview.

An interview will be conducted consisting of 100 marks to select Research Assistants by testing the legal knowledge and knowledge of English etc. of the candidates.

A Merit List of the candidates securing 50 marks and above in the interview will be drawn and the said Merit List will remain valid for a period of one year.

Sd/- A.K. Misra
Registrar General,
High Court of Orissa

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Memo No.- 9395(2)/ Date: 17.08.2018

Copy forwarded to

1. Notice Board of the Court for general information,
2. Superintendent, Computer Section for uploading the above **abridged advertisement** along with the " Scheme for engaging Research Assistants in the High Court of Orissa" on the High Court website.


Registrar General,
High Court of Orissa

Memo No. 9396(2)/ Date: 17.08.2018

Copy forwarded to

1. The Manager, Advertisement, 'The Samaja' Gopabandhu Bhawan, Buxi Bazar, Cuttack.
2. The Advertising Manager, 'The Times of India' , 35, Satyanagar, Bhubaneswar, PIN- 751007

They are requested to publish the above Abridged Advertisement No. 9394/
Date: 17.08.2018 in their Dailies on the approved rate of the State Government.


Registrar General,
High Court of Orissa

SCHEME FOR ENGAGING RESEARCH ASSISTANTS IN THE HIGH COURT OF ORISSA

Whereas, sanction of posts of Research Assistant on fixed honorarium basis, for their attachment with Hon'ble High Court Judges, has been issued by the Government of Orissa, with a view, that the attached Research Assistant may assist Hon'ble Judges in Judicial work e.g. Searching out case law, articles, papers; taking down notes or arguments and preparing of speech/articles etc. which add and enrich knowledge and experience of concerned Research Assistants also.

Therefore, to obtain services of best incumbents, and with a view to keep transparency in the mode, and modality of engaging such Research Assistant; providing qualification/method of selection, brief job chart, general condition of job etc. the following guidelines are provided:-

1. TITLE- The guidelines provided herein after shall be called as "Scheme for engaging Research Assistant in the High Court of Orissa."

2. DEFINITIONS: Unless there is anything repugnant in the subject of context

(i) "Chief Justice" means Hon'ble Chief Justice of the High Court of Orissa.

(ii) "Judge" means Hon'ble Judge of the High Court of Orissa

(iii) "Research Assistant" means the person to assist the Hon'ble Judges in the Research work in Legal issues coming up for adjudication.

(iv) "Schedule" means schedule given at the end of these guidelines

(v) "Website" means official website of the High Court of Orissa as may be uploaded from time to time. (At present it is <http://orissahighcourt.nic.in>)

(vi) "Universities/Colleges/ institutions" shall mean the Universities/Colleges/ Institutions established by law in India.

3. TERM AND NATURE OF ENGAGEMENT:

(i) Research Assistant shall be engaged on purely temporary and contractual basis for a term of *two years subject to his/her performance to the satisfaction of Hon'ble Judge with whom he/she is attached, which shall not entail person concerned to claim any regular appointment.

(ii) One Research Assistant shall be attached with Hon'ble Chief Justice so also one with each Hon'ble Judge.

(iii) Premature discharge of the assignment given to Research Assistant without any notice shall be Lawful, provided that the Hon'ble Judge with whom the concerned Research Assistant is attached, makes recommendation in writing to the Hon'ble Chief Justice.

(iv) A Research Assistant intending to leave assignment at premature stage shall be required to give prior notice of three months, or residuary tenure of assignment whichever is higher.

*** Amended vide Court's Notification No. 195/R dtd. 20.04.2016**

4. METHOD OF SELECTION

- (i) Selection for engaging Research Assistant shall be made by notifying requirement, and thereby inviting applications from willing candidates. The pro forma of abridged advertisement shall be as may be prescribed in schedule I from time to time.
- (ii) Such application shall be made in the form as is prescribed in Schedule-II which can be downloaded from website, and it must be accompanied with the copies of documents, as enumerated in that form.
- (iii) Simultaneous to publication of abridged notification, Registrar, Universities/ Colleges / Institutions may also be intimated about the requirement, requesting to persuade, and forward applications, of willing candidates, along with their recommendation.
- (iv) Calendar as is given in schedule III shall, as far as possible, be adhered to.
- (v) Selection shall be made on the basis of recommendation of the Judge authorized by the Hon'ble Chief Justice.
- (vi) Selection shall be made in order of merit as recommended by the Hon'ble Judge authorized by the Hon'ble Chief Justice.
- (vii) After receipt of the recommendations from the judge authorized, the Hon'ble Chief Justice shall order attachment of one Research Assistant to each of the Hon'ble Judges, including the Hon'ble Chief Justice himself. The formal order in this regard shall however be issued by the Registrar General/Registrar Administration.

5. AGE AND NATIONALITY

- (i) A candidate must not have attained the age of 33 years on 1st January preceding the last date fixed for submission of the application.
- (ii) He must be a citizen of India.

6. QUALIFICATIONS:

- (i) A candidate must be a law graduate or post graduate in law from any recognized Universities/Colleges/ Institutions, established by law in India and should not have put in more than one year of practice, if he/ she is a practising advocate.
- (ii) A candidate must have basic knowledge of computer.
- (iii) In case a candidate is selected who is practising as an advocate, he / she must surrender / keep in abeyance his/ her advocate's licence during his/her tenure as Research Assistant, but however such period shall be included/calculated towards his/her practice as an Advocate.

7. DISQUALIFICATIONS:

- (i) A candidate must not have more than one wedded spouse, nor should be married to such a person, who already had a living spouse at that time.

- (i) A candidate should not be involved in any criminal case, whether convicted or against whom criminal trial is pending.

8. CHARACTER

A candidate must be a person of integrity, honesty and good moral character, for which he will submit certificates of two responsible persons, at the time of submitting application.

9. HONORARIUM

- (i) A fixed honorarium of **Rs.15,000/- (Rupees fifteen thousand) per month without any dearness or other allowance/perquisite, shall be paid to the Research Assistant.
- (ii) Proportionate reduction of honorarium shall be made for unauthorized absence, so also for absence beyond permissible period of leave.

10. ATTENDANCE AND LEAVE

- (i) A Research Assistant shall be entitled to one casual leave on completion of one calendar month, and un-availed casual leave will accumulate, up till end of the calendar year.
- (ii) The Private Secretary of the Hon'ble Judge to whom such Research Assistant is attached shall maintain account of attendance and casual leave of the Research Assistant and will send its intimation on laws working day each calendar month to the Bill Section, for preparing bill of honorarium.

11. DUTIES OF RESEARCH ASSISTANT:

- (i) to assist the Hon'ble Judge, in discharge of judicial and administrative functions, the Research Assistant shall perform the following duties, under direct control of the Hon'ble Judge with whom he/she is attached,
- (ii) to read the case files, and prepare the case, i.e., case summary and notes and chronology of events of such a 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 case either ways,
- (iii) to search out case law, articles, papers and other relevant material required in discharge of judicial/administrative work,
- (iv) to take down notes of arguments and to prepare notes of cases
- (v) to identify facts, issues and questions that may arise in the course of arguments, or as may be relevant for judgment,
- (vi) to maintain record of judgments by the Hon'ble Judge along with the point 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 whatsoever,

**** enhanced vide Court's Office Order No. 16554 dtd. 08.11.2016**

(vii) to perform whatever is directed, in the course of imparting training to him, with regard to procedure and substantive law,

(viii) to assist the Hon'ble Judge in preparing any speech/academic paper.

12. DUTY HOURS:

It is full time job, and the Research Assistant may be required to attend the residential office of the concerned Hon'ble Judge, in addition to normal duty during office hours. He/she may be required to attend the office/residential office, even on gazetted/local holidays. However, the time schedule shall be mutually adjusted by the Hon'ble Judge concerned, so as to make convenient working of the Research Assistant as well as the Hon'ble Judge concerned.

13. CONDUCT DURING AND AFTER TERM OF ASSIGNMENT

(i) A Research Assistant shall maintain devotion to duty, and high standard of moral, during the term of assignment. He will not disclose any fact which comes to his knowledge on account of such official attachment, during or after completion of term of assignment, unless such disclosure is legally required in discharge of lawful duties.

(ii) The Research Assistant will not accept any other assignment during term of assignment as Research Assistant.

(iii) He/she will not leave headquarter without seeking permission from Hon'ble Judge concerned.

(iv) he/she will not avail leave without getting it sanctioned. In any case of emergency, he/she will immediately contact and convey the Hon'ble Judge concerned, of his/her inability to attend office.

14. UNDERTAKING

Before taking over assignment, the Research Assistant shall submit an undertaking in format, as may be prescribed in Schedule IV, before the Registrar General of the High Court of Orissa.

15. CERTIFICATE:

(i) On successful completion of term of assignment, a certificate by the Registrar General shall be issued, in form as is prescribed in Schedule V

(ii) If the assignment is terminated before completion of original term, due to pre-mature discharge by the High Court, or due to voluntary giving up assignment, by person concerned, no such certificate shall be given.

16. PUBLICATION OF THE SCHEME:

(i) The scheme shall be uploaded on website and intimation of uploading may be given to the Registrar, Institutions/Universities/ Colleges.

(ii) The Hon'ble Chief Justice may direct publishing of this scheme in any other additional manner also.

SCHEDULE-I

ABRIDGED ADVERTISEMENT

Applications for Contractual engagement of 13(Thirteen) persons as Research Assistants for a period of 2 (two) years under terms and conditions mentioned in the ' Scheme for engaging Research Assistants in the High Court of Orissa' available in the website of the High Court, are invited from eligible candidates having essential qualification. Maximum age of the candidates as on 1st January of the year 2018 must not be more than 33 years. The last date of receipt of application (duly filled up and complete in every manner) in the office of Registrar General, Orissa High Court, Cuttack, is **dtd. 03.09.2018** during office hours. Form of application is available on and can be downloaded from the website [http:// orissahighcourt.nic.in](http://orissahighcourt.nic.in).

Date:-

**Registrar General,
High Court of Orissa**

SCHEDULE - II

ORISSA HIGH COURT, CUTTACK

Adv No. _____/Research Assistant

Space for
photograph

1. Name of Applicant : _____
2. Date of Birth : _____
3. Sex (Male/Female) : _____
4. Nationality : _____
5. Full Name of Father/Husband: _____
6. Present Postal Address :

7. Permanent Address:

8. Educational Qualification:

Name of Exam Passed	Name of Board/ University	Name of Institution/ College	Year of passing	Total Marks	Marks Obtained	Percentage of Marks Obtained	Date of enrolment in the Bar Council in case of practising Advocate

9. Do you have knowledge of Computer Operation? (Yes/No)

(a) Whether you have undergone any certificate/diploma course in computer operation from a recognized _____ Institute? Please _____ give _____ particulars

10. Are you married? _____

If so do you have more than two spouse living or married a person having a spouse living? _____

Place :

Date:

Signature of the Applicant

Note

1. Candidates should affix a latest taken coloured photograph on or after 13.05.2017 in passport size with his own signature thereon and duly attested by a Gazetted Officer at the space provided in the application.
2. The envelope containing application should be marked "**APPLICATION FOR THE POST OF RESEARCH ASSISTANT**".
3. Envelope shall contain only one application form. An envelope containing more than one application form, shall stand rejected.
4. Candidates must attach with the application form, attested copies of the certificates & mark sheets in support of their age and educational qualifications, extra curricular activities and also in support of their having computer knowledge.
5. Two Character certificates as per Clause 8 of the Scheme.
6. Applications may be sent either by Speed Post, Registered Post with A.D., or through Courier, or can be deposited by hand during office hours.
7. The defective applications, which are not complete in any respect, will be rejected out-right.
8. Applications received after last date shall not be entertained and the Court will not be responsible for any postal delay.
9. The candidate shall not practise in any court of law nor engage himself in any professional pursuit during the engagement as Research Assistant.

Dated:

REGISTRAR GENERAL

SCHEDULE III

CALENDAR FOR THE YEAR 2017

1. Determination of availability of seats : last working day of February.
2. Sending intimation to Registrar/ Proctors of concerned Institution etc. and publishing of the advertisement in the website - 13th Day of May 2017.
3. Last date for submitting Application : 31st Day of May 2017.
4. Sending Call Letters : Second week of June.
5. Interview : 26.06.2017 subject to variation depending upon examination schedule of empanelled institutions.
6. Sending Letter of Offer : Upto 15th July 2017.

SCHEDULE - IV

UNDERTAKING

I _____ son of _____ resident of _____ having been assigned job of Research Assistant to get practical training and to assist Hon'ble Judge in discharge of Judicial/Administrative/Official/Semi Official functions, do hereby submit my undertaking and affirm as under:-

That I have carefully read the **SCHEME FOR ENGAGING RESEARCH ASSISTANTS IN THE HIGH COURT OF ORISSA** and have fully understood the provisions contained therein.

I understand and do undertake that I am bound by the provisions contained in the above said scheme and that I will abide by the provisions of it.

Date

Signature
(Name of Candidate)

Verified

(Registrar General)



SCHEDULE V

CERTIFICATE

To whom so ever it may concern

It is to certify that Mr. / Mrs. / Miss
Son/Daughter/wife of resident of
..... had performed job and
successfully participated in training as Research Assistant w.e.f. to
....., He was attached to Hon'ble Mr. Justice
Hon'ble The Chief Justice/Hon'ble Judge of Orissa High Court and his/her performance was found to be
satisfactory / good / outstanding.

Date :

REGISTRAR GENERAL

LETTER OF OFFER

Upon selection of Mr./Mrs./Miss.....
Son/wife/Daughter of resident of
..... as Research Assistant under the
provision of scheme for engaging Research Assistant in Orissa High Court, offer to join on following
terms & conditions:-

1. That is purely temporary & contractual assignment for a period of two years which shall not entail you to claim any regular appointment.
2. Premature discharge of the assignment without notice shall be lawful provided Hon'ble Chief Justice/concerned Hon'ble Judge makes written recommendation.
3. A fixed honorarium of Rs.15,000/- per month without any dearness or other allowance/perquisite, shall be paid to you. However, proportionate reduction shall be made on account of unauthorized absence so also, absence beyond permissible period of leave.
4. You shall be entitled to one casual leave on completion of one calendar month and un-availed casual leave will accumulate up till determination of term of engagement.
5. The provisions contained in scheme of engaging Research Assistant in the High Court of Orissa are binding upon you.
6. On successful completion of term of assignment, a certificate by the Registrar General shall be issued.
7. You will maintain devotion to duty and high standard of moral, during the term of assignment. You will not disclose any fact which comes to your knowledge on account of such official attachment, during or after completion of term of assignment, unless such disclosures is legally required in discharge of lawful duties.
8. Your principal duties are as provided in the Scheme.

REGISTRAR GENERAL
