



**HIGH COURT OF MADHYA PRADESH: JABALPUR**  
**ADVERTISEMENT**

**APPOINTMENT OF LAW CLERK-CUM-RESEARCH ASSISTANTS ON  
SHORT TERM CONTRACTUAL ASSIGNMENT**

**Date of Online Screening Examination – 24/04/2016 (Sunday)**

**Last Date of submission of Application Form – 27/03/2016 (11.59 PM)**

Only online application through the website of [www.mponline.gov.in](http://www.mponline.gov.in), are being invited for 53 posts of Law Clerk-cum-Research Assistants for High Court of Madhya Pradesh on Short Term Contractual Assignment on a consolidated stipend of Rs. 12,000/- p.m. by Direct Recruitment. Recruitment to these posts and conditions of service will be governed by Rules and regulations applicable regarding contract appointment.

(1) Number of Vacancies on contract basis under aforesaid project is as under –

Sr. No.	M.P. High Court	Posts
1.	Principal Seat Jabalpur	30
2.	Bench Indore	11
3.	Bench Gwalior	12
	<b>Total</b>	<b>53</b>

The numbers of aforesaid vacancies are likely to be varied, depending upon the requirement of the High Court and exigency of the situation as and when necessary.

**Note- 1.** Law Clerks shall be engaged purely on short-term contractual basis initially for the duration of the assignment session which may be extended further for such period as may be considered appropriate subject to his/her performance. The contractual assignment shall not confer upon the Law Clerk any right/claim for regular appointment or continuance in service beyond the initial period of engagement in the High Court of Madhya Pradesh.

**Note- 2.** A Panel of selected Candidates eligible for the aforesaid posts shall be prepared from amongst the suitable candidates in number more than the vacancies on the basis of merit prepared including the marks obtained in Online Screening Examination & Interview and the appointment shall be made from amongst the candidates of such panel merit-wise i.e. if any candidate relinquishes or does not desire to join, at any stage, his vacancy shall be filled up by other candidate who is next in merit.

**Note- 3.** The assignment of Law Clerk shall be liable to premature discharge at any time without prior notice.

**Note- 4.** A Law Clerk who wants to leave the assignment before expiry of assignment session shall be required to give one month's prior notice in writing through



the Private Secretary of the Hon'ble Judge.

## **2- Eligibility/Essential Qualifications:-**

- (i) He/she is citizen of India;
- (ii) The candidate must be a law graduate (as on the date of appearing at interview) having a Bachelor Degree in Law (including Integrated Degree Course in Law) from any School/College/University/Institute established by law in India and recognized by the Bar Council of India for enrolment as an Advocate.
- (iii) Candidate studying in the fifth year of the Five-Year Integrated Law Course will also be eligible to apply subject to furnishing proof of acquiring Law qualification at the time of interview for Law Clerk-cum-Research Assistant.
- (iv) The candidate must have basic knowledge of computer M.S. Office/Open Office/Ubuntu including retrieval of desired information from various search engines/processes such as Manupatra, SCC Online, LexisNexis and Westlaw etc.

## **3 - Age Limit :-**

The candidate must not be below the age of 18 years and above 30 years as on the last date of receipt of applications.

## **4- Job Responsibilities (Work Profile and Duties):-**

### **(A) Duties and functions related to Court processes to be performed by Law Clerk-cum-Research Assistant (from 10:00 a.m. to 1:30 p.m. on Court working days and full day for other working Saturdays)**

- (i) Being aware of court procedures viz., method of filing of various categories of cases, provisions of law, processing of cases from the stage of filing to disposal including updation of cases and also digitization and elimination thereof as per rules;
- (ii) Checking of the Final and Motion hearing, cause list cases as per instruction of the Registrar (IT) to ensure listing as per Roster/Assignment.
- (iii) Physical verification of Final Hearing cases to ensure listing of cases in weekly list as per the categorization/prioritization of cases in Listing Scheme.
- (iv) Special attention to be given to verify cases in the following categories -
  - (a) *Supreme Court Expedited/Direction Cases*
  - (b) *High Court Expedited Cases – Special Humanitarian reason*
  - (c) *High Court Expedited Cases – Short Question, Arguments not exceeding 30 minutes*
  - (d) *Cases of Senior Citizens more than 75 years old*
- (v) To examine the cases, which have been covered by any Judgments /Orders, previously passed by Hon'ble Supreme Court/Hon'ble High Court.
- (vi) To prepare a list of such case, which have been wrongly updated/Prioritized/categorized/listed and get them dropped from the Cause List for proper updation by the Concerned Dealing Assistants under intimation and approval by the Concerned Registrar (Judicial), so that the error is rectified timely.



- (vii) To submit a monthly Bench wise report of the Cases, in which Judgments/Orders have been passed by Hon'ble Courts, but the same have not been uploaded in the CMIS.
- (viii) Other para-legal duties as may be assigned by the Registrar General/Principal Registrar (Judicial)/Registrar (Judicial).

**(B) Duties and functions related to Legal Research in the Hon'ble Court where Law Clerk-Cum-Research Assistant is attached (2:00 p.m. onwards)**

- (i) In any matter listed for final hearing before the Court the Law Clerk shall have to read the file in advance and prepare a brief summary of the facts of the case, final decision of the Court below if any, the reasons thereof enhance their understanding of Court processes including listing, categorization and prioritization of cases.
- (ii) Identify facts, issues and questions that may arise in the course of arguments, or as may be relevant for judgment,
- (iii) Presence in the Court during the hearing of cases, taking notes of arguments and citations;
- (iv) The Law Clerk must conduct necessary research under the guidance and directions of the Hon'ble Court, in the Judges chamber Library or the High Court Library or through Internet and must keep themselves abreast with the latest precedents of the Supreme Court and of the High Courts, more particularly of this Court so as to be of maximum assistance to the judge concerned as and when necessary.
- (v) Research legal points and principles under the guidance of Hon'ble Judge relevant in the preparation of judgments;
- (vi) Prepare summary of Judgments passed by the Hon'ble Judge alongwith the point of law decided in that particular case, in such a manner, as to be very conveniently retrievable, as and when require in future.
- (vii) Prepare statistical reports including chronological dates of delivery of judgments.
- (viii) Maintenance of record of administrative files, if specifically entrusted.
- (ix) Perform other duties as directed by the Hon'ble Judge or Registrar General or Principal Registrar/Registrar (Judicial).

**5. Disqualifications :-**

In any of the following cases, Applicants/Candidates may be liable for prosecution and/or their candidature for selection may be cancelled and/or he may be prohibited, temporarily or for any specific time period to appear in any Examination conducted by M.P. High Court: –

- (i) A candidate must not be a practicing advocate nor engaged/appointed elsewhere on honorarium/payment basis.
- (ii) A candidate should not have been involved in any criminal case, whether convicted or against whom criminal trial is pending. A declaration in this behalf shall be made by the candidate.



- (iii) If he or she takes or attempts to take any favour in any form at any state of Examination, practical or interview, or,
- (iv) Impersonation by or for the candidate/applicant, or,
- (v) Making or submitting any forged document in support of his or her candidature, or,
- (vi) If he or she conceals any material information or provides any false information at any stage of selection process, or,
- (vii) If he or she uses or attempts to use, improper or illegal means, either for purpose of being permitted to appear in Examination at any stage of Examination or practical or during interview room/hall, or,
- (viii) If he or she, during online Screening Examination or interview, harasses or threatens or causes physically injury to or misbehaves with, any Officer or employee engaged there for, or,
- (ix) If he or she, disobeys any directions relating to Examination including oral directions by the invigilator or observer or any other Officer or employee engaged in conduction of Examination, practical or Interview.

Moreover Canvassing in any form will also lead to disqualification. Similarly, any attempt on the part of a candidate to enlist support for his candidature through persons of influence or officers of Government will also disqualify him for appointment.

#### **6. Character: –**

The candidate must have absolute integrity, honesty and good moral character, for which he/she will submit, certificate of two responsible persons at the time of interview.

#### **7. The Terms and Place of Employment:-**

Initially for one year on contract basis which may be increased or decreased, at sole discretion of the High Court of M.P. The place of employment will be High Court of Madhya Pradesh.

#### **8. Duty Hours :-**

A Law Clerk shall be required to attend office of the concerned Hon'ble Judge from 10:00 A.M. to 6.00 P.M. with recess period of half an hour. Law Clerk may also be required to attend office on a Gazetted/Local holiday, if so required, for performing official duties.

#### **9. Conduct during and after terms of assignment :-**

- (i) The Law Clerk shall maintain devotion to duty and a high standard of moral during the term of assignment. The Law Clerk shall also maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to him/her. He/she shall maintain utmost secrecy in respect of matters which come to his/her notice by virtue of the assignment and shall ensure that no information, document or any other thing is leaked out because of mishandling of papers or his/her deliberations with other, or in any manner. He/she will not disclose any fact which comes to his/her knowledge on account of such official attachment even after completion of term of assignment unless such disclosure is legally



require in discharge of lawful duties.

- (ii) The Law Clerk will be governed by the provisions of the Indian Penal Code and the Indian Official Secrets Act, 1923 as applicable to any public servant.
- (iii) The Law Clerk will not accept any other assignment during term of assignment as Law Clerk. He/She shall not practice as an Advocate in any Court of Law During the course of assignment as Law Clerk.
- (iv) The Law Clerk shall not practice in the High Court of M.P. for a period of one year after the relinquishment of assignment. He/She shall also not at any time practice or appear before the Hon'ble Judge with whom he/she has been attached as Law Clerk.
- (v) He/She will not leave headquarter without seeking permission from the Hon'ble Judge concerned.
- (vi) He/She will not avail leave without getting it sanctioned, in advance. In any case of emergency, he/she will immediately contact any convey the Private Secretary to the Hon'ble Judge concerned of his/her inability to attend office.
- (vii) He shall maintain punctuality in attending to his duties.

#### **10. Certificate:-**

- (i) On successful completion of term of assignment, a Certificate will be issued by the Registrar General.
- (ii) If the assignment is terminated before completion of original term due to premature discharge by the High Court of M.P. or due to voluntarily giving up assignment by person concerned, no such Certificate shall be given unless the Hon'ble Judge with whom he/she was attached directs otherwise.

#### **11. Procedure : -**

- (i) Applicants studying fifth year of the five-year integrated law course will have to submit attested copies of their grade-sheet/marks card/transcripts until the end of the fourth year.
- (ii) Examination Fees (including portal charges of MPOnline **Rs. 600/-** per candidate, for publication of Advertisement and instructions Inviting online application, conducting Online Screening Exam and generating and preparing the Result and publication of the Result of Online Screening Exam, and also providing data of applicants, generating sitting plan and Admit Cards for Online Screening Examination and Interview) shall be **Rs. 800/-**(for all candidates).
- (iii) Online application form submitted along with the Examination fee on or before the last date for receipt of applications and found to be in order in all respects will be proceeded further.
- (iv) The applicants who are found eligible for the assignment of Law Clerk shall be required to undergo a Screening Test (Online Examination) to be held at Jabalpur, Indore and Gwalior, as the case may be.
- (v) The Test shall be for duration of **two hours** with one objective type question paper consisting of **150 questions** with multiple choice answers. Each question shall



carry one mark. There shall be negative marking for incorrect answer and **0.25 marks** shall be deducted for each incorrect answer.

## **12. Procedure and Direction for submitting Online Application Form :-**

### **(i) By Self Using Internet –**

Candidates are required to log on website of **www.mponline.gov.in** and to click on “Citizen Services” icon, then click on drop up icon, then click Law Clerk-cum-Research Assistants Exam-2016 prompting below “Services”. Now the candidate can see the “Advertisement”, click on Advertisement/Instructions and read carefully instructions contained in Advertisement/Instructions, thereafter click on “Continue” to view Application Format and after filling for required information click on “browse” button to upload signature and recent Colour Photo. Before clicking on “browse” button candidates are required to scan photo and signature in the given format and save in a documentary file from where the photo and signature so scanned can be browsed and uploaded.

**Mode of Payment** – After completing form and uploading photo and signature the candidates are required to make payment by – Credit Card or Internet Banking After making payment successfully, a computerized receipt containing details of portal charge and Examination Fee will be generated, the candidates are required to take a print out of such receipt and keep safely with them for further requirement, if, and when needed.

### **(ii) Through Kiosk –**

Online Application Form may also be submitted through the kiosk authorized by MPOOnline. The list of authorized kiosk is available on the website of **www.mponline.gov.in** and the Kiosk Operator after logging on website of MPOOnline by entering his user ID and password, he has to proceed in the same way as mentioned above, to complete the process of filling and submitting the Application Form through MPOOnline but candidate is required to make cash payment of Examination Fee and portal charge as applicable, to the Kiosk Owner.

**Note:** - If any charge more than total Examination Fee (including Portal Charge) as mentioned below, is demanded by authorized Kiosk Owner/Operator or any problem in filling/submitting online application occurs, the complaint may be made to-

MPOOnline Limited, Nirupam Shopping Mall, 2<sup>nd</sup> Floor, Ahmadpur, Hoshangabad Road, Bhopal on Telephone No. 0755-4019401 to 4019410 and on Cell Nos. 94075-23567 & 93034-74253. Besides candidates may lodge complaint through email, on e-mail **ID-shashank.kolhe@mponline.gov.in** & **sanjay.shukla@mponline.gov.in** and a copy (c.c.) to **examcell@mphc.in**

## **13. Admit Cards :-**

Admit Cards for Online Screening Examination as well as for Personal Interview, shall be generated by **www.mponline.gov.in**, on its website, 10 days prior to the date of Examination and the candidate shall receive the same by downloading and taking print-out of Admit Card. It shall be ensured that Admit Cards are generated by

**www.mponline.gov.in**



#### **14. Practice/Mock Test :-**

A Mock test/exam link will be hosted by MPOnline Ltd. on its website ([www.mponline.gov.in](http://www.mponline.gov.in)) for the candidates, sufficient time prior to the date of actual examination, so that they may get used and feel of the exam and be aware of the steps and system of online screening examination.

#### **15. Online Screening Examination :-**

##### **(a) Date, Time & Venue –**

Online Screening Examination may be held on 24/04/2016 (Sunday) (from 10.00 A.M. to 12.00 Noon) at three centers namely (1) Jabalpur (2) Indore and (3) Gwalior in one or more colleges as may be identified by the MPonline for the purpose. However, in case the number of candidates is not adequate any centre may be dropped. Allotment of centre shall be done by MPonline whose decision in this regard shall be final. At the time of Online Screening Examination, the **Biometric Registration** of the candidates will again be done at the examination hall/centers.

##### **(b) Pattern and Syllabus -**

The Online Screening Examination shall be conducted online, through the portal, website and system of MPOnline Ltd. Bhopal and there shall be objective multiple choice Questions wherein the candidates shall have 4 options to select the most appropriate/right answer to be given in Online Screening Examination.

The Questions of the Question Paper shall be accessible only on the date and at the provided time of Online Screening Examination, on the screen of Machine/computer of the candidates and after second logging by using Unique I.D. & Password provided to each candidate. The KEY Board of such computers/machines shall remain inactive during whole examination period.

During Online Screening Examination there shall be shuffling of Questions as well as options of each Question, on each computer screen so that there may not be any possibility of same question in same serial no. and same sequence of options of any question on other computer screens of any examination Hall/room at any particular time. During Examination, at any point of time, only one question and its shuffled options will appear on screen of computer of any of the candidates of that Exam Hall/Room which may be different question on the other candidate computer, at any particular point of time.

Once the candidate gives the answer of one question and seal the option by applying Save & Next button, the next question with options, will appear on the computer screen and so on, till the last question of the question paper and unless the opted answer of any question is marked for review, after the answer opted and saved and Next button is applied, the next question with its options will appear on the screen and thereafter, no change in options of the question so answered, may be made. After completing online screening examination, the candidates shall be required to seal/submit the answered Question Paper, thereafter no addition or amendment of answer/option can be made. The Data and activity of each candidate taking online screening examination shall be stored in the server of the MPOnline.

Question paper for Online Screening Examination shall contain 150 multiple



choice objective type questions to be solved within a period of Two hours (120 Minutes).

The Syllabus with proportionate marks shall be as given hereinafter :-

**PART - I**

Questions relating to General English & General Aptitude / Awareness	<b>50 Marks</b>
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**PART - II**

Questions relating to Indian Constitution, Indian Penal Code, Criminal Procedure Code, Civil Procedure Code and Indian Evidence Act etc.	<b>100 Marks</b>
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The Data and activity of each candidate shall be stored in the server of the MPOnline. Examination centers would be equipped with CCTV cameras with video recording.

**(c) Objections & Finalization of Model Answers -**

After completion of Online Screening Examination, the proposed Model Answers/Keys intended to be used for generating result and valuation of online answer-sheet of Online Screening Exam shall be uploaded/published on the website of the M.P. High Court with the Notice, that if any candidates wishes to make any objection/clarification etc. Regarding any Model Answer/Key, he/she may, submit in writing & signed by him, the objection/clarification etc. to the Principal Registrar (Exams) M.P. High Court, Jabalpur, within 7 days from the date of uploading/publication of the proposed Model Answers/Keys, during working hours (10:00 am to 5:00 pm), mentioning his/her Name & Application no., along with self attested photo copies of source document(s)/proof, on the basis of which he/she has submitted the objection/clarification.

Objections received within aforesaid time and in aforesaid mode shall be taken into consideration. However, any objection/clarification received without any authentic proof/source or any objection/clarification received after aforesaid stipulated period/time shall not be entertained/considered on any ground whatsoever, it may be and shall stand rejected without assigning any reason.

Objections/clarification received in aforesaid manner and mode and within aforesaid time limit along with self attested copies of the source/proof document shall be considered and the model Answers shall be finalized, by the committee of Senior Judicial Officers/ Registry Officers constituted by Hon'ble the Chairman of the Examination Committee. The Model Answer finalized by the committee, so constituted, after taking into consideration objection(s)/ clarification(s), if any, received from any candidate(s), shall be put up before Hon'ble the Examination Committee and after being approved by Hon'ble the Examination Committee; the approved Model Answer shall be handed over to the Principal Registrar(Exam) which shall be used as Keys/model Answer for the generation of result/valuation of the online exam's answer-sheets of the candidates. After declaration of result of Online Screening Exam, no representation regarding final model Answer/questions, shall be entertained on any ground, whatsoever it may be and such representations received, if any, after declaration of the result, shall stand rejected without assigning any reason.



**(d) Valuation & Result –**

After completion of Online Screening Examination, result shall be prepared by the MPOnline, under supervision of Person/Officer Authorized by Hon'ble the Chairman of the Examination Committee. Result of this Online Screening Exam shall be provided by the MPOnline to the High Court.

Candidates who secure 55% or above marks shall be eligible for interview. However, the number of candidates to be called for interview shall not exceed thrice the number of posts in order of merit. Candidates in the ratio of 1:3 shall be declared eligible to appear in the Interview. Candidates securing equal marks shall also be eligible to appear in the Interview irrespective of the fact that by inclusion of such candidates, ratio 1:3 exceeds.

**(e) Online Screening Examination Result -**

The Result of candidates and a notice to the effect that the result has been declared and is available on the website of MPOnline and M.P. High Court shall be published. Candidates can see their result and marks by Log-in with their ID and password. The List may also be displayed on the Notice Board of the High Court (Examination Cell).

Before interview candidates qualifying for interview will have to go under an assessment regarding basic knowledge of computer M.S. Office/Open Office/Ubuntu including retrieval of desired information from various search engines/processes such as Manupatra, SCC Online, Lexis Nexis, Westlaw etc.

**16. Personal Interview : -**

After declaration of Result of Online Screening Examination, the candidates who have been declared eligible/successful for appearing in the Personal Interview shall have to submit print-out of Online Application Form alongwith payment status receipt and also self-attested photocopy of all documents/testimonials relating to their eligibility and shown in Online Application Form.

Interview shall be held at High Court Campus Jabalpur and at other places as notified. A Committee of Hon'ble Judges constituted by Hon'ble the Chief Justice will interview the eligible candidates. The Interview will carry 30 marks. In addition to being a General Interview, the candidates will also be asked questions relating to Law.

- (i) Depending upon the requirement of the Law Clerk-cum-Research Assistants during the next assignment session, students will be called merit-wise for interview by a Committee of Hon'ble Judges. The number of candidates called for interview will not exceed three times the number of Law Clerk-cum-Research Assistants required.
- (ii) On the basis of the marks secured by the candidates in the Online Screening Exam and Interview, a merit list shall be drawn wherefrom the Committee of Hon'ble Judges will recommend sufficient candidates, in order of merit, to be kept on the panel of Law Clerk-cum-Research Assistants for assignment during the next assignment session.
- (iii) The recommendations made by the Committee shall be placed for approval before



Hon'ble the Chief Justice. The candidates whose names are approved for giving assignment shall be put in a Panel as per merit and they shall be assigned duties as per requirement.

- (iv) If any candidate on the panel either expresses his/her unwillingness to take up the assignment or even after giving his/her willingness does not turn up to take up the assignment on the appointed date and time without any intimation, his/her candidature will be cancelled without any notice to him/her and no correspondence in this regard will be entertained.

**17. Final Select Panel / Result : -**

After the process of Interview/Viva voce is over, the Final Select Panel shall be prepared as early as possible and Result shall be declared and published in order of Merit. The Result shall be put on the Website and also on Notice Board of M.P. High Court. The News shall also be provided to the News Papers.

Marks Lists to the candidates shall be ported on Website of M.P. High Court, after declaration of Result.

**18. Travelling Expenses : -**

No Travelling Expenses or allowances will be payable to any candidate for appearing in Online Screening Examination and Interview.

**19. RTI : -**

As the data of Online Screening Exam shall be available with the MPOnline Ltd., the information in PDF form as to answer-sheet of the candidates of Online Screening Examination, shall be made available, only to the candidate concerned, by the MPOnline Ltd., on its website, on payment basis, which may be upto Rs. 50/- per answer-sheet, after declaration of result & before expiry of a period of 3 months from the date of declaration of result of Online Screening Exam, and the candidates may download his/her answer-sheet of Online Screening Examination and can take print out by login and after providing necessary information and password. Accordingly, the High Court shall not provide any copy of the answer-sheet of Online Screening Examination.

**20. Elimination/disposal of Used Examination Materials : -**

After, expiry of period of 3 months from the date of declaration of result of online screening examination and thereafter, the data regarding answer-sheets of Online Screening Examination shall be eliminated. Other examination material and form except selected candidates shall be eliminated after one year from the date of declaration of Final Result.

  
Jabalpur

Dated- 03/03/2016

  
(MANOHAR MAMTANI)  
REGISTRAR GENERAL