

**HIGH COURT LEGAL SERVICES SUB-COMMITTEE,  
AURANGABAD BENCH, AURANGABAD**

**ROOM No. 129, GROUND FLOOR, 'F' BLOCK, HIGH COURT BUILDING, JALNA ROAD, AURANGABAD - 431 009**

Tel.No. 0240-2473733 (O)  
Email ID:- hclsscabd@gmail.com

No.HCLSSC/24 /2020  
Date:-21/02/2020

**ADVERTISEMENT FOR PREPARATION OF THE SELECT LIST CONTAINING  
NAME OF ONE CANDIDATE AND THE WAIT LIST CONTAINING NAME OF  
ONE CANDIDATE FOR THE POST  
"LEGAL ASSISTANT" (ON CONTRACT BASIS)**

Applications in the prescribed proforma, as per Annexure-I to the advertisement, are invited from the eligible candidates, for preparation of the Select List containing name of one candidate and the Wait List containing name of one candidate for the post of "LEGAL ASSISTANT" (on contract basis) in the office of High Court Legal Services Sub-Committee, (H.C.L.S.S.C.), High Court, Aurangabad, as per details given below :-

1	Name of the Post	"Legal Assistant" (on contract basis)
2	Number of posts	Select List (one candidate) Wait List (one candidate)
3	Appointment Period	The appointments to the Legal Assistant shall be initially for a term of six months, which can be extended upto two years, on the basis of satisfactory performance of the work.
4	Qualification	Candidate must be a Law Graduate as on the date of application, having a Bachelor Degree in Law from any recognized College / University Institution established by law.
5	Duties and responsibilities of the Legal Assistant	To Assist the committee in gathering complete information and documents about each person whose conviction is upheld by the High Court. The Legal Assistant should arrange for getting the documents translated through translators wherever necessary and to prepare

		complete paper books for onwards transmission to the Supreme Court Legal Services Committee. The Legal Assistant shall also be required to undertake any other official work, including Legal Services Activities, as may be assigned by the Committee.
6	Age Limit	Candidate should not be above 28 years of age on the date of closing of the Advt.
7	Remuneration	Maximum amount of monthly consolidated Honorarium/remuneration shall be Rs. 25,000/- per month, subject to deduction of applicable tax.
8	Leave	A Candidate shall be eligible for eight days Casual Leave in a calendar year. S/he shall not be entitled to any other leave.
9	Termination	HCLSSC, Aurangabad can terminate the services of Legal Assistant at any time without providing any reason and without any prior notice.

10. The candidates will have to appear for viva-voce, as and when called for, at their own expenses. The candidates will be required to submit original documents for verification at the time of viva-voce.

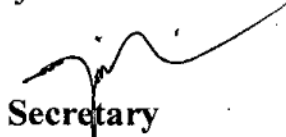
11. H.C.L.S.S.C., Aurangabad, reserves the right to adopt appropriate method or methods for short listing of the candidates at any stage.

12. Interested applicants may submit applications in the office of H.C.L.S.S.C., Aurangabad, so that the applications are received within (10) days from the date of publication of this advertisement.

13. The envelope containing the applicant's application should be clearly labelled "Application for the post of Legal Assistant on Contract Basis, in the office of H.C.L.S.S.C., Aurangabad" and addressed to :

**The Secretary,  
High Court Legal Services Sub-Committee,  
High Court Bench at Aurangabad,  
Jalna Road, AURANGABAD – 431 009.**

14. Incomplete application shall be straightway rejected.

  
**Secretary  
H. C. L. S. S. C. , Aurangabad.**

**ANNEXURE – I**

**APPLICATION FORMAT FOR THE POST OF “LEGAL ASSISTANT” ON  
CONTRACT BASIS IN THE OFFICE OF HCLSSC, AURANGABAD.**

Affix self  
attested recent  
passport size  
photograph

1.	Name (in capital letters)				
2.	Father's/Husband name				
3.	Date of Birth				
4.	Sex				
5.	Nationality				
6.	Postal address (with Tel./Mob.No. & E-mail address)				
7.	Permanent address				
8.	Educational Qualifications				
S.No	Course	Subject	University /Institute	Year of passing	Division /Class

(Please enclose self attested copies of date of birth certificate, Degree in Law, LL.B. Marksheet).

Date :

Place :

Name & Signature

