

**HIGH COURT LEGAL SERVICES COMMITTEE,
HIGH COURT OF JHARKHAND, DHURWA, RANCHI**

Advertisement No. 01 /2026

Applications are invited from the eligible candidates for engagement of **Legal Assistant** in **The High Court Legal Services Committee, Ranchi** on **contractual basis** at monthly honorarium of **Rs. 40,000/- only**. Initially the engagement of Legal Assistant is for a term of six months, which can be extended up to 2 years.

1. Eligibility Criteria:

(i) Age: A candidate shall not be less than 21 years and not more than 35 years as on the date of advertisement.

(ii) Educational qualification:

a. Any Law Graduate/ Post Graduate from a University/ College recognised by the Bar Council of India shall be eligible to apply.

b. Students studying in the 5th year of a 5 year Law course or Final Year of a 3 year Law course will also be eligible for engagement and their final selection would be subject to their passing of the final year examination of LL.B. prior to their engagement.

c. Candidates having familiarity with computer will get preference in matter of selection.

d. The candidates pursuing Post Graduate degree in Law or any other Degrees or Programme requiring their compulsory attendance will not be eligible to apply for the engagement.

2. Honorarium:

(i) Each Legal Assistant will be paid a consolidated amount of Rs. 40,000/- per month as Honorarium for his/ her engagement or such higher amount as may be prescribed.

(ii) The Legal Assistant shall not be entitled to any other allowance and/ or remuneration, and will not be treated as a permanent or otherwise employee of the High Court Legal Services Committee, Ranchi or the State Government.

3. Bar to Practice:

(i) The Legal Assistant shall not be entitled to practice as a lawyer or to take up any employment, engagement of whatsoever nature on full time or on part time basis.

4. Confidentiality:

(i) The Legal Assistant shall maintain devotion to duty and high moral standard during the term of engagement. He/she shall maintain 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 engagement and shall ensure that no information, document or any other thing is leaked out because of mishandling of papers or his/her deliberations/ discussions/ public interview/ participation in public debate about matters of High Court Legal Services Committee 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 engagement unless such disclosure is legally required in discharge of lawful duties.

(ii) If any Legal Assistant for any purpose prejudicial to the safety or interest of High Court Legal Services Committee, Ranchi makes any note or other document or information which is calculated to be or

might be or is intended to be, directly or indirectly, useful to an outsider or any other person or any other thing is leaked out because of mishandling of papers of his/her discussion and deliberations/ discussions/ public interview/ participation in public debate about matters of High Court Legal Services Committee with others, or in any manner; or obtains, collects, records or publishes or communicates to any other person any secret official work, or any note or other document or information which is calculated to be or might be or is intended to be, directly or indirectly, useful to an outsider or any other person or which relates to a matter the disclosure of which is likely to effect the integrity of the High Court Legal Services Committee, he/she shall be punishable under the provisions of the Indian Penal Code and the Indian Official Secrets Act, 1923 as applicable to any public servant.

5. Enclosures to be submitted with the application form:

- i. Matriculation Certificate in proof of date of Birth.
- ii. Marksheet (of all the semesters/ years) of Law Graduation and Post Graduation (if applicable).
- iii. Provisional/Original degree Certificate of Law Graduation and Post Graduation (if applicable).
- iv. Computer certificate, if any.

6. Selection Procedure: The selection shall be based on merit and interview.

IMPORTANT

1. Format of application is given below.
2. Candidates may submit application form in the prescribed format along with enclosures in the office of the High Court Legal Services Committee, Jharkhand High Court, Dhurwa, Ranchi directly or through Speed Post only. Last date for submission of application form is **02nd February, 2026**.
3. The candidates should possess sound health, good moral character and should not be involved in or related to any criminal case or any type of offence/ act involving moral turpitude.
4. The decision of the High Court Legal Services Committee for engagement of Legal Assistant shall be final and binding on all concerned and no communication in this regard shall be entertained.
5. The engagement as Legal Assistant shall not confer any right of any employment under the High Court Legal Services Committee or the State Government.
6. The shortlisted candidates shall be called for Interview individually through the E-mail addresses provided by them. If, however, any candidate does not receive the Admit Card, he/ she may contact the Secretary, High Court Legal Services Committee at least two days before the scheduled date of Interview.
7. Canvassing in any form shall result in rejection of the candidature.
8. No advance copy will be accepted.
9. Candidate is advised to go through the requirements of eligibility, age etc. and satisfy himself/ herself that he/ she is eligible before applying. Original of supporting documents will be sought at the time of Interview.
10. If at the time of scrutiny, any claim made in the application is not found substantiated, the candidature will be cancelled and no further claim will be entertained in this regard. The High Court Legal Services Committee's decision in this regard shall be final and binding.
11. The candidate must write his/ her name, date of birth, father's name strictly as given in the Matriculation/ 10th Certificate otherwise, his/ her candidature will summarily be rejected/ cancelled

at the time of scrutiny of application forms/ Document verification at the time of Interview or at any stage/ level it comes into the notice of the High Court Legal Services Committee.

12. Application with illegible/ blurred photograph and/ or signature will be rejected.

13. Request for change/ correction in any particulars in the application form, after the closing date will not be entertained under any circumstances.

14. The High Court Legal Services Committee shall have authority to postpone or cancel the engagement process without mentioning reason at any time.

15. The decision of the High Court Legal Services Committee for engagement shall be final and binding on all concerned and no communication shall be entertained in this regard.

16. Incomplete applications or applications not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.

17. No TA/ DA shall be paid to the applicants for appearing in the interview.

By order

Secretary, HCLSC

FORMAT

APPLICATION FORM

ADVERTISEMENT NO. 01/HCLSC/ 2026

APPLICATION FOR THE POST OF LEGAL ASSISTANT

1. Name of the applicant (in capital letters):

2. Father's/Husband's name:

3. Address for communication with Pin Code: _____

4. Permanent Address with Pin Code :

5. Date of Birth: Date.....Month.....Year.....

6. Age (on 01/01/2026): Year.....Month.....Date.....

7. Place of Birth: _____

8. Nationality: _____

9. (a) Mobile No.: _____

(b) Email ID : _____

10. Educational & Professional Qualifications:

Examination Passed	Name of Board/ University	Name of Institution / College	Year of passing	% of marks obtained
Matriculation				
Intermediate				
Law Graduation				
Post Graduation				

11. Special qualification, if any: _____

12. Work Experience (if applicable) : _____

13. Sex (please specify):

14. Whether presently studying in the 5th year of a 5 year Law course or Final year of a 3 year

Law course (Yes/No): _____

Passport
size colour
photograph

15. Documents to be attached

- i. Matriculation Certificate in proof of date of Birth.
- ii. Marksheet (of all the semesters/ years) of Law Graduation and Post Graduation (if applicable).
- iii. Provisional/Original degree Certificate of Law Graduation and Post Graduation (if applicable).
- iv. Computer certificate, if any

DECLARATION

It is hereby declared that the information furnished by me herein above is true to my personal knowledge and belief. It is also declared that neither Criminal case is pending against me nor I have ever been punished by any Court of law, nor am I involved in or related with any Criminal case for any offence involving moral turpitude. I know that if anything stated herein above turns out to be false, the High Court Legal Services Committee of Jharkhand may cancel my candidature at any stage of selection process and may debar me from appearing in the Interview at its sole discretion. I further declare that if I am engaged as Legal Assistant, on any false or incorrect information, my engagement shall be terminated/ cancelled and I shall be liable for prosecution under the Law.

Date: _____

Place: _____

Signature of Candidate

Admit Card

High Court Legal Services Committee, Jharkhand High Court, Ranchi

Sl. No.

(To be filled by office)

Passport
size colour
photograph

APPLICATION FOR THE POST OF LEGAL ASSISTANT

(To be filled by the applicant)

1. Name of the applicant:-
2. Name of Father/Husband:-
3. E-mail address:-
4. Place of Interview:-
(To be filled by office)
5. Date and time of Interview
(To be filled by office)

Secretary,
High Court Legal Services Committee,
Ranchi,

