

**THE HIGH COURT OF MANIPUR
AT IMPHAL**

NOTIFICATION No. 16

Imphal, the 22nd May, 2015

No.HCM/A-72/2015-Estt/3357 In exercise of the powers conferred by clause (2) of Article 229 of the Constitution of India, the Chief Justice of the High Court of Manipur makes the following Rules :

1. Title and Commencement :

- (i) These Rules shall be called "Law Assistants" in the High Court of Manipur (Appointment & Service Conditions) Rules, 2015.
- (ii) These Rules shall come into force at once.

2. Definitions : For the purpose of these Rules, unless the context otherwise requires.

- (i) "Chief Justice" means the Chief Justice of High Court of Manipur.
- (ii) "High Court" means the High Court of Manipur.
- (iii) "Judge" means a sitting Judge of the High Court of Manipur.
- (iv) "Law Assistant" means a person appointed under these Rules.
- (v) "Selection Committee" means the Selection Committee constituted under Rule 5(i) of these Rules.
- (vi) "State Government" means the Government of Manipur.

3. Qualification : Recruitment of Law Assistants shall be made from amongst graduates in law with minimum of 55% marks (or equivalent in Cumulative Grade Point System of marking) from any institution recognised by Bar Council of India / University Grants Commission.

4. Age Limit : Maximum age for appointment to the post of Law Assistant shall be 27 years as on the date of advertisement therefrom.

5. Method of Selection :

- (i) A Committee of High Court Judges constituted by the Chief Justice shall make the selection of Law Assistants.
- (ii) Selection of Law Assistant shall be made on the basis of academic record, achievements in co-curricular activities, proficiency in research skills, requisite knowledge of computer applications and performance at the interview.

Candidates may be shortlisted for interview on the basis of academic record, and/or marks obtained in the written test, in case the Committee decides to conduct a written test where a written test is to be conducted, such test shall comprise of a question paper for testing knowledge of the candidate in law, both substantive and procedural, English Language and General Knowledge.

- (iii) Personality, aptitude and orientation of a candidate shall also be given due weight at the interview.

- 6. Selection of Process :** Law Assistant shall be selected after inviting applications through a public notice posted on the website of the High Court and published in any other manner as may be decided by the Selection Committee including circulation of such notice amongst such law Universities / Colleges.

7. Duties of Law Assistants :

- (i) The Law Assistants will be attached to the Hon'ble Judges of the High Court of Manipur and he/she will assist the Hon'ble Judge(s) not only in the Judicial work but also in the administrative work.
- (ii) Reading of case files, preparation of the case including case summary and notes and chronology of events.
- (iii) Identifying facts and issues and questions that may arise or may have to be addressed.
- (iv) Presence in the Court during the hearing of cases, taking notes of arguments and citations.
- (v) Research work on case law, books and articles for the purpose of assisting the Hon'ble Judge in the preparation of judgements.
- (vi) Assisting the Hon'ble Judge to prepare speeches and academic papers.

- 8. Remuneration :** Law Assistants shall be entitled to draw fixed honorarium of Rs. 15,000/- (Fixed) per month without any additional allowances, benefits, perquisites, facilities or increments.

9. Term of Appointment :

- (i) Law Assistants shall be appointed for a period of 1 (one) year which term may be extended on the recommendation of the Judge concerned subject to approval of the Chief Justice.
- (ii) The appointment may be terminated by either side by giving one month's notice, or one month salary in lieu thereof, which requirement may be waived by the other side.

Provided that appointment of Law Assistants shall be liable to be terminated at any time by the Chief Justice without notice or any compensation if his services are found to be unsatisfactory or if he violates any of these Rules.

10. Other Conditions of Service :

- (i) Appointment as Law Assistant is a full time assignment and during the period of appointment the Law Assistant shall not be entitled to practise as a lawyer or to take up any employment, engagement of whatsoever nature either on full time or on part time basis.
- (ii) The headquarter of the Law Assistant shall be the High Court which he shall not leave during working hours of the High Court without permission of the Judge to whom he is assigned.
- (iii) Law Assistant may be required by the Judge to whom he is assigned to assist on public or weekly holidays and offered equal number of alternative holidays later on.
- (iv) Law Assistant shall be entitled to 11 days of casual leave of absence with pay in a year and shall not be entitled to any other leave of absence with pay except during Court vacations when leave of absence with pay may be granted with the permission of the Judge to whom he is assigned.

- (v) If Law Assistant is required to leave headquarter as part of duty on official work, he may be paid daily allowance in addition to actual fare paid for the travel.
- (vi) Law Assistant attached to a particular Judge shall not be entitled to appear before that Judge for a period of one year from the date of termination of the appointment.
- (vii) Law Assistant shall not be entitled to appear in any case handled by the Judge to whom he was attached if the Law Assistant had worked on that case.
- (viii) Law Assistant shall perform his/her duties with due diligence and discipline maintaining confidentiality about all matters and information that he may come across during the discharge of his/her duties.
- (ix) The assignment as Law Assistant shall not confer any right of any employment under the High Court or the State Government.
- (x) Law Assistant shall abide by such other Rules and conditions of service as may be prescribed by the Chief Justice.
- (xi) Law Assistant shall upon acceptance of his appointment as such, undertake in writing to abide by these Rules and shall, in particular, undertake that he/she shall perform his/her duties with due diligence and discipline maintaining confidentiality about all the matters and information that he/she may come across during the discharge of his/her duties.

11. Power to remove difficulties :

The Chief Justice shall have the power to remove difficulties in implementation of these Rules.

By Order,

Sd/-

(Golmei Gaiphulshillu)
REGISTRAR
HIGH COURT OF MANIPUR

Memo No.HCM/A-72/2015-Estt/3358-73 Imphal, the 22nd May, 2015
Copy to :

1. The Secretary (Law), Government of Manipur.
2. The Joint Registrar (Judl / Bench)/CPC, High Court of Manipur.
- He is requested to upload the above notification in the official website.
3. The Joint Registrar (Admn./PM & P), High Court of Manipur.
4. The Director, Printing and Stationery Department, Government of Manipur.
- He is requested to publish the notification in the next issue of the official Gazette and send at least 10 copies to the undersigned after publication.
5. The Deputy Registrar (Judl)/(Admn./PM & P), High Court of Manipur.
6. The Secretary, All Manipur Bar Association, Manipur.
7. The Secretary, High Court Bar Association, Manipur.
8. The Secretary, High Court of Manipur Bar Association, Manipur.
9. The Principal Secretary to Hon'ble the Chief Justice, High Court of Manipur.

- For kind information of his Lordship.
- 10. The Assistant Registrar – I/II/III/Sr. Gd. Stenographer, High Court of Manipur.
- 11. The Librarian-cum-Research Officer, High Court of Manipur.
- 12. The Private Secretary to Hon'ble Mr. Justice N. Kotiswar Singh, High Court of Manipur.
- For kind information of his Lordship.
- 13. The Private Secretary to Hon'ble Mr. Justice Kh. Nobin Singh, High Court of Manipur.
- For kind information of his Lordship.
- 14. The P.S. to Registrar General, High Court of Manipur.
- 15. Order Book / Guard File.
- 16. Concerned File.


REGISTRAR
HIGH COURT OF MANIPUR