HIGH COURT OF TRIPURA

AGARTALA

No.F.11(60)-HC/2025/23414 **Dated, Agartala, the 3rd Sept, 2025**

A D V E R T I S E M E N T

(**For engagement of Law Clerks-cum-Legal Research Assistant**)

Applications are invited in prescribed form available in the official website of the High Court of Tripura (http://thc.nic.in) from the eligible candidates for filling up the posts of Law Clerks-cum-Legal Research Assistant in accordance with the provisions of the "Scheme for Law Clerks-cum-Legal Research Assistant of the High Court of Tripura" (as amended till date) on fixed honorarium of **Rs.40,000/–** per month on contractual basis for a term of one year.

The duly filled in applications must reach the office of the undersigned on or before **25.09.2025 (Thursday) (till 5:00 P.M.)** alongwith Postal Order/Bank Draft of Rs.500/- (Rs.300/- in case of Scheduled Tribes and Scheduled Castes candidates) **payable at Agartala in favour of the Registrar General, High Court of Tripura, Agartala** along with the documents & photographs as indicated in the application form. Belated and incomplete application will not be entertained and those will be rejected summarily.

A candidate must be a citizen of India as defined in Articles 5 & 6 of the Constitution of India and must be a holder of degree in Law from a recognized University established by Law in India. **A fresh law graduate can also apply for the post with the provisional certificate.**

The Candidates shall have to appear in an oral test. In case a large number of applications are received, it would be open for the High Court to conduct a screening test.

Duties of Law Clerks-cum-Legal Research Assistant are as follows:

(i) To assist the Hon'ble Judge, in discharging judicial functions, the Law Clerks-cum-Legal Research Assistant shall perform the following duties, under direct control of the Hon'ble Judge with whom he/she is attached:

(a) To read the case files, and prepare the case, i.e., case summary and notes and chronology of events of such 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 subject matter;

(b) To search and research legal points and principles under control and guidance of Hon'ble Judge;

(c) To search out case law, articles, papers and other relevant material required in discharging judicial function;

(d) To take down notes of arguments and to prepare notes of cases;

(e) To identify facts, issues and questions that may arise in the course of arguments, or as may be relevant for judgment;

(f) 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 whatever;

(g) To perform whatever is directed by Hon'ble Judges as regards research or formulation;

(h) Maintenance of record of administrative correspondence, administrative files, and, if specifically entrusted, of particular judicial file(s);

Duty Hours:

It is full time engagement, and Law Clerk will be required to attend residential office of concerned Hon'ble Judge, in addition to normal duty during office hours as per direction of the Hon'ble Judge. He/she may be required to attend office/residential office even on gazetted/local holidays.

Conduct during and after term of assignment:

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

(ii) The Law Clerk will not accept any other assignment during term of assignment as Law Clerk.

(iii) He/she will not practice for a period of one year in the High Court of Tripura after the expiry of the tenure.

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

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

Undertaking:

Before taking over assignment, Law Clerk shall submit an undertaking in format prescribed in Schedule-I before the Registrar General of the High Court of Tripura.

By order,
Digitally signed by VISHWAJEET PANDEY
Date: 2025.09.03 16:11:10 +05'30'
(**Vishwajeet Pandey**)
Registrar General

No.F.11(60)-HC/2025/23415-40 **Dated, Agartala, the 3rd Sept, 2025**

Copy to:

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala;
2. The Secretaries to the Hon'ble Judges, High Court of Tripura, Agartala;

3. The PPS to the Advocate General, Tripura, Agartala;
4. The Private Secretary to the Registrar General, High Court of Tripura, Agartala;
5. The Chairman, Bar Council of Tripura, Agartala;
6. The President, High Court Bar Association, Agartala;
7. The Secretaries to the High Court Bar Association and all the Bar Associations of Tripura;
8. The Director, Tripura Judicial Academy, High Court of Tripura, Agartala;
9. The L.R. & Secretary, Law Department, Government of Tripura, Agartala;
10. The Registrar(Admn., P&M),High Court of Tripura, Agartala;
11. The Registrar(Vigilance), High Court of Tripura, Agartala;
12. The Member Secretary, Tripura State Legal Services Authority, Agartala;
13. The Secretary, High Court Legal Services Authority, High Court of Tripura, Agartala;
14. The Registrar(Judicial),High Court of Tripura, Agartala;
15. The Registrar, National Law University, Tripura, Agartala;
16. The Registrar(s), All the National Law Universities of India;
17. The Head of Department, Department of Law, Tripura University, Agartala;
18. The Principal, Government Law College, Agartala, Tripura;
19. The Principal, ICFAI Law College, Tripura;
20. The Joint Registrar, High Court of Tripura, Agartala;
21. All Deputy Registrars, High Court of Tripura, Agartala;
22. The Chief Librarian, High Court of Tripura, Agartala;
23. All Assistant Registrar(s),High Court of Tripura, Agartala;
24. The System Analyst, High Court of Tripura, Agartala for uploading the same in the official website of the High Court of Tripura as well as in the official websites of the District Judiciary;
25. All Superintendants, High Court of Tripura, Agartala;
26. Concerned File(s).

Digitally signed by VISHWAJEET PANDEY
Date: 2025.09.03 16:11:55 +05'30'

Registrar General

To

The Registrar General,
High Court of Tripura,
AGARTALA.

APPLICATION FOR THE POST OF
LAWCLERK-CUM-LEGAL RESEARCH ASSISTANT

PHOTOGRAPH

01. Name of the Candidate (In Capital Letters) :

02. Father's/Husband's Name :

03. Present Address for communication:

04. Permanent Address :

05. Date of Birth :

06. Age as on the date of application :

07. Educational Qualification(s) :

08. Other Qualification(s), if any :

09. Experience, if any :

10. Marital Status(married/unmarried) :

11. Sex :

12. Whether Schedule Caste/Schedule Tribe/General/other category :

13. Contact Number & e-mail ID :

Place:

Date:

Signature of the Candidate

N.B: Application stating the above particulars along with the following must reach the office of the Registrar General, High Court of Tripura, Agartala on or before **25.09.2025 (Thursday) (till 5:00 P.M)**.

i) Copy of Certificates relating to Educational Qualifications along with experience certificates, if any.

ii) Copy of certificate relating to date of birth.

iii) Copy of certificate relating to Nationality (Citizenship/PRTC/Aadhaar Card/Voter ID Card).

iv) 04(four) copies of self-attested recent passport size photographs.

v) Postal Order/Bank Draft of Rs.500/- (Rs.300/- in case of Scheduled Tribes and Scheduled Castes candidates) payable at Agartala in favour of the Registrar General, High Court of Tripura, Agartala.