

High Court Legal Services Committee, Porvorim-Goa

Phone No: 0832-2492664

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No: GSLSA/Advt./Legal Assistant/2024/01

Dated: 07/06/2024

Advertisement for Legal Assistant on Contract Basis:

Applications in the prescribed Proforma as per Annexure I to the advertisement are invited for the Interview from eligible candidates for filling up post of Legal Assistant on contract basis in High Court Legal Services Committee, Goa as per details given below:

1.	Name of the Post	"Legal Assistant" purely on Contract basis
2.	No. of Legal Assistant required	1
3.	Tenure of Legal Assistant	The appointment to the Legal Assistant post shall be purely on contractual basis for 11(eleven) months subject to further extension depending upon the requirement and the performance of the applicant.
4.	Qualification	The candidate shall be law graduate
5.	Age limit	The candidate shall not exceed 30 years of age as on the date of advertisement.
6.	Duties and responsibilities of the Legal Assistant	<ol style="list-style-type: none">1) To keep track of all applications seeking legal aid by convicts through High Court Legal Services committee on daily basis and to maintain data in soft form.2) To obtain all the documents, preferably in soft form, and information of the convicts as may be required for filing of appeals before the High Court or the Supreme Court.3) To collect documents of trial courts and whenever necessary to translate documents from Konkani/Marathi into English and vice versa4) To keep track of cases on daily basis in which conviction is up held by the High court.5) Get all the documents in digitized format and send to the Supreme Court Legal Services Committee through email, whenever required by Supreme Court Legal Services Committee or the convict applies for

		<p>Legal Aid in Supreme Court Legal Services Committee through High Court Legal Services Committee.</p> <p>6) Keep regular follow up with the Supreme Court Legal Services Committee and keep track on progress in assigning, finalising the draft, appeal and filing of the appeal including preparation of complete paper book with requisite translations.</p> <p>7) The Legal Assistant shall also be required to undertake any other function including Legal Services Activities that may be assigned by the committee.</p>
7.	Remuneration/ Honorarium	Rs. 25,000/- (Rupees Twenty thousand only) per month.
8.	Leave	The candidate shall be eligible for 8 days casual leave in a calendar year, and shall not be entitled to any other leave.
9.	Termination	The High Court Legal Services Committee, Goa reserves the right to terminate the services of the Legal Assistant at any time without assigning any reason and without any prior notice and the decision made in this regard shall be final.

The persons with disability eligible for this post of Legal Assistant on contract basis, can also apply.

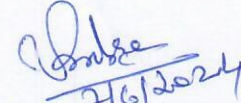
The Application form shall be submitted alongwith self attested documents to the Secretary, High Court Legal Services Committee, High Court of Bombay at Goa, Penha-de-Franca, Porvorim Goa so as to reach the office of this Authority on or before 14/06/2024 during office hours by hand delivery or by post.

The application shall bear a passport size photograph affixed in the box prescribed in the format and shall also be self attested. The candidates shall appear for the interview at their own expenses. The date of the Interview will be intimated to the candidate who has applied for the post by email. Hence, candidates are requested to give correct email address and contact number so as to intimate them the date of interview.

The High Court Legal Services Committee, Goa reserves the right of adopting appropriate selection criteria. The candidate can visit the website <http://slsagoa.nic.in> or <https://hcbombayatgoa.nic.in/> to download the Application Form (Annexure-I) and submit the duly filled application in person or through post.

The Application shall be supported with self attested copies of birth certificate, Marksheet of Examination from SSC onward showing their Educational Qualification.

Porvorim, Goa
Dated: 07th June, 2024


27/6/2024

Secretary,
High Court Legal Services Committee.

ANNEXURE-I

APPLICATION FORMAT FOR APPOINTMENT AS "LEGAL ASSISTANT" ON CONTRACT BASIS IN THE OFFICE OF HCLSC, PORVORIM-GOA

Affix self attested recent passport size photograph
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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 Qualification				
S. no	Course	Subject	University/ Institute	Year of Passing	Division/Class

Date:

Place:

Name & Signature