PATNA HIGH COURT LEGAL SERVICES COMMITTEE

Advertisement for engagement as Legal Assistant, 2026

Applications are invited from the eligible Law Graduates/Post Graduates for their engagement on 02 (two) posts of Legal Assistant in the High Court Legal Services Committee, Patna on consolidated honorarium of Rs.35,000/- per month for a period of six months which may be extended up to two years on their satisfactory work, on the following terms and conditions:

1. Applications must be submitted within **21 (twenty one) days** from the date of publication of the advertisement/Notice in the official Website of Patna High Court Legal Services Committee i.e. http://www.patnahighcourt.gov.in/hclsc/recruitment / Notice Board of PHCLSC.
2. The Candidates should be a Law Graduates/Post Graduates from University/College recognized by the Bar Council of India shall be eligible to apply/serve as Legal Assistant provided that the applicant has passed LL.B./LL.M Examination within two years of the date of publication of advertisement for being considered for such selection. Candidates having familiarity with computer will get preference in the matter of selection. **Their candidature must be recommended by a designated Senior Advocate of this Court or by the Head of the last law school/college/ university attended by him/her.**
3. **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. Recommendation by a designated Senior Advocate or in case applicant is other than Lawyer, by the Head of the last Law School/College/University attended by him/her.
   v. Computer Certificate, if any.
4. **Selection Procedure: The selection shall be based on merit and Interview.**
5. Eligible candidates shall submit their application on official e-mail of the Patna High Court Legal Services Committee i.e. phclsc@gmail.com from 14**/08/2026 to 31/08/2026 at 5.00 P.M.** only.
6. Format of application form can be viewed and download from the Official Website of Patna High Court Legal Services Committee i.e. http://www.patnahighcourt.gov.in/hclsc/recruitment.
7. Candidates may submit scanned copy of filled up application form in the prescribed format along with scanned copy of enclosures in a **single "pdf file"** (not exceeding 10 Mb) on the E-mail address of Patna High Court Legal Services Committee i.e. phclsc@gmail.com
8. 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.
9. The decision of the Selection Committee for engagement of Legal Assistants shall be final and binding on all concerned and no communication in this regard shall be entertained.
10. The engagement as Legal Assistant shall not confer any right of any employment under the High Court Legal Services Committee or State Government.

11. The information regarding names of shortlisted candidates, schedule of Interview and venue will be announced later, on the office Website of Patna High Court Legal Services Committee.
12. 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 or Call Letter, he/she may contact the Registrar-cum-Secretary, P.H.C.L.S.C. at least two days before the scheduled date of Interview.
13. Incomplete application not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.
14. Canvassing in any form shall result in rejection of the candidate.
15. No advance copy will be accepted.
16. 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.
17. 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 Patna High Court Legal Services Committee's decision in this regard shall be final and binding.
18. 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 Patna High Court Legal Services Committee, Patna.
19. Application with illegible/ blurred photograph and/ or signature will be rejected.
20. Request for change/ correction in any particulars in the application form, after the closing date, will not be entertained under any circumstances.
21. Candidate is not required to send the printout of duly filled application form or any documents to the Patna High Court Legal Services Committee, Patna. Candidate is suggested to keep a printout of the duly filled application with himself/ herself for future requirement.
22. The Patna High Court Legal Services Committee shall have authority to postpone or cancel the engagement process without mentioning reason at any time.
23. The decision of the Committee for engagement shall be final and binding on all concerned and no communication shall be entertained in this regard.
24. Incomplete applications or applications not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.
25. No TA/ DA shall be paid to the applicants for appearing in the interview.

By order,

Registrar-Cum-Secretary

Date : 13.08.2026

Format

Application Form

Advertisement No.01/Accts./2026

Application for the post of Legal Assistant

Photo

1. Name of the applicant (in capital letter):
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.....Date.....
6. Age (on the date of Advt.) Year.....Month.....Date.....
7. Place of Birth:_____
8. Nationality:_____
9. (a) Mobile No.:_____

   (b) E-mail ID:_____
10. Educational & Professional Qualifications:-

Examination Passed	Name of Board/ University	Name of Institution/ College	Year of Passing	% of marks obtained.
Matric				
Inter				
Law Graduate				Per Semester (if 3 year Degree Course) | | | | | | | Pre Semester (if 5 years Degree Course) | | | | | | |
Post Graduation				Per Semester | | | | |
Other Edu. Qualification				

11. Special qualification, if any:_____

_____

12. Work Experience (if applicable):_____

13. Sex (Please specify): ☐ Male ☐ Female ☐ Transgender

14. Documents uploaded (please tick the name of the document)

    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 Senior Advocate or in case applicant is other than Lawyer, by the Head of the last Law School/ College/ University attended by him/her.

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 I am 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 Patna High Court Legal Services Committee 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