

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

**NOTIFICATION**

Dated Guwahati 3<sup>rd</sup> June , 2026

No. HC.V-82/2020/ 431 /Estt.### The Gauhati High Court is pleased to approve the "Guidelines for appointment of Law Clerks on contract basis to Hon'ble Judges of the Gauhati High Court, Itanagar Permanent Bench, Naharlagun". The aforesaid scheme shall come into force with immediate effect.

By order,

*Sd/- Raktim Duarah*

**REGISTRAR GENERAL**

**Memo No. HC.V -82/2020/431<sup>A</sup>/Estt.**

**Dated 03 .06.2026**

**Copy for information and necessary action to:**

1. The Registrar (Vig./Judl./Admn./Estt),Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Registrar, Gauhati High Court, Itanagar Permanent Bench, Naharlagun.
4. The System Analyst, Gauhati High Court, Guwahati with a request to upload this notification in the High Court Website.
5. CA to the Registrar General, Gauhati High Court, Guwahati.
6. The Order file.

  
**REGISTRAR GENERAL**

**GUIDELINES FOR ENGAGEMENT OF LAW CLERKS IN THE GAUHATI HIGH COURT,  
ITANAGAR PERMANENT BENCH, NAHARLAGUN**

In exercise of the power conferred by Article 229 of the Constitution of India, the Hon'ble the Chief Justice is pleased to frame the following "*Guidelines for appointment of Law Clerks to Hon'ble Judges of the Gauhati High Court, Itanagar Permanent Bench, Naharlagun*".

**1. Short Title:** The Guidelines provided herein shall be known as "Guidelines for appointment of Law Clerks on contract basis to Hon'ble Judges of the Gauhati High Court, Itanagar Permanent Bench, Naharlagun."

**2. Definitions:**

- a) "Chief Justice" means the Hon'ble the Chief Justice of the Gauhati High Court, Guwahati.
- b) "High Court" means the Gauhati High Court.
- c) "Judge" means a Judge of the Gauhati High Court, Itanagar Permanent Bench, Naharlagun.
- d) "University" means a University established by or Under a Law of Parliament or State Legislature recognized by the UGC.
- e) "State Government" means the Government of Arunachal Pradesh,

**3. Appointing Authority:** The authority competent to engage the services of a person as Law Clerk to the Hon'ble Judges shall be the Hon'ble Chief Justice.

**4. Eligibility Criteria:**

(a) He/ She must be a citizen of India.

(b) Age:

A candidate must not have attained the age of 35 years, preceding the last date of fixed for submission of applications. However, age is relaxable for APST, PWD etc in accordance with the instructions/orders issued by the Government of Arunachal Pradesh from time to time.

(c) Educational Qualification:

Graduates in law, Post graduate in law or Doctorate in law from any recognized University in India only would be eligible to apply for engagement as Law Clerks. Candidates practising at the Bar or having professional experience or literary works in law to their credit would get preference.

(d) The candidate should not be pursuing any other regular course of study or pursuing any other profession or occupation, which may require them to be away from their place of work during the period of their engagement as Law Clerk.

(e) Reservation:

Reservation shall be in accordance with the instructions/orders issued by the State Government from time to time.

**5. Selection Process:**

(a) The applications have to be made in the proforma as may be prescribed from time to time by the competent authority.

(b) On receipt of the applications, the same shall be processed by the authority nominated by the Registrar General and would thereafter be placed before the Committee.

(c) The Committee would scrutinize the applications and on an assessment thereof shortlist the eligible applicants, who would then be subjected to a recruitment process consisting of a written examination and an Interview/viva-voce for assessment of merit and suitability. The modalities fixed for such recruitment process shall be, however, decided by the competent authority of the High Court from time to time.

**6. Engagement of Law Clerks:**

(a) The Law Clerks would be recommended by a Committee of Judges nominated by the Chief Justice of the High Court.

(b) The engagements would be made by the Chief Justice of the High Court from the panel of the recommended candidates if so approved by him/her.

(c) Each of the Judges of the High Court shall be entitled to have one Law Clerk and the Chief Justice two. Provided, that the Chief Justice may in his/her discretion increase the number if he/she considers it necessary for the work of any Judge concerned.

**7. Tenure of Law Clerks:**

(a) The tenure of the Law Clerks would be initially for 2 (two) years extendable by another 1 (one) year. The extension of the initial term would be contingent on the recommendation of the Judge or Judges concerned to whom the Law Clerk had been attached.

(b) The engagement of a Law Clerk may at any time be terminated without assigning any reason if so recommended by the Judge under whom he/she is working.

- (c) At the time of joining, every Law Clerk would undertake in writing that he/she would strictly adhere to the **code of conduct and Duties & Functions appended hereto as Annexure-I** and that in case of any breach thereof, his/her services may be terminated by the competent authority after considering his/her explanation, if any, to the charge of such violation.

**8. Honorarium of Law Clerks:**

- (a) The salary payable to the Law Clerks would be Rs. 30,000/- (Rupees Thirty Thousand) only, per month or such higher amount as may be fixed by the Chief Justice of this Court in his/her discretion and as may be deemed fit and necessary, with due approval of the State Government.

(b) Law Clerks shall not be entitled to any other allowances or perks.

**9. Leave Entitlement:**

- (a) Law Clerks shall be entitled to Casual Leave at par with the employees of Gauhati High Court, Itanagar Permanent Bench, Naharlagun.

(b) They will be permitted to proceed on Casual Leave with prior intimation in writing to the Hon'ble Judge to whom they are attached.

(c) If, any Law Clerks are found to be exceeding the permissible limit of Casual Leave without approval of competent authority in a year, necessary deductions will be made from their monthly Honorarium on pro-rata basis.

**10. Bar to Taking up Employment:**

The Law Clerks during the currency of their assignment shall not be entitled to take up any employment, engagement of whatsoever nature either on a full time or a part time basis.

***Provided that the Law Clerks, with the consent of the Hon'ble The Chief Justice/the Committee, shall be permitted to participate in the recruitment process conducted by various State/Central Govt. Department after obtaining proper NOC.***

**11. Bar to Practice as Advocate:**

(a) No Law Clerk shall appear as an Advocate in any Court of Law or Tribunal as long as he/she continues with the assignment as a Law Clerk.

(b) After expiry of the term of the Law Clerk, he or she shall be debarred from appearing as an Advocate before the Court of the Hon'ble Judge with whom he or she was attached as a Law Clerk for 1 (one) year.

(c) Law Clerks shall not be entitled to appear in any case handled by the Hon'ble Judge to whom he was attached if the Law Clerks had worked on that case.

### **12. Dress Code for Law Clerks:**

- (a) For Male Law Clerks- Black Trouser, White Shirt (Full Sleeves), Black Blazer with Black Tie and Black Shoe.
- (b) For Female Law Clerks- Black Trouser/Wrapper (Gale), White Shirt (Full Sleeves), Black Blazer and Black Shoe.

### **13. Duties and Functions of Law Clerks:**

- (a) The Law Clerk shall conduct such research as to facts and law on any case or cases pending before the Judge to whom he/she is attached as and when he/she is entrusted to do so by the Judge concerned. The Law Clerk would conduct the research in printed or in electronic form, statute, resolution, text etc. on the related question of law and report the result of such research to the Judge orally or in writing as required. In doing so, the Law Clerk would have to analyse various factual aspects and facets of law involved.
- (b) The Law Clerk may participate in the oral discussion of the Judge in the residence of the Judge or in the Judges chamber or at the discussion amongst Judges who are hearing a case or have heard the case to the extent allowed by the Judge or Judges concerned.
- (c) In any matter listed for final hearing before the Court, the Law Clerk shall have to read the file in advance and prepare a brief containing a summary of the facts of the case, final decision of the court below if any, the reasons therefore and the issues of fact or law thereon for adjudication. Such Bench Memorandum would fairly represent the contentions of the respective parties without any bias in favour of one party or other. The Law Clerk in the memorandum would not express his/her opinion as to the correctness or otherwise of any plea of any of the parties, but may indicate as to whether a particular plea is supported by or is contrary to any documentary or oral evidence or any precedent of the Supreme Court or any High Court. The Law Clerk would be obliged to keep the contents of the Bench memorandum and his/her discussions with the Judge absolutely confidential.
- (d) The Registry would also maintain absolute confidentiality of the Bench memorandum and follow a procedure by which even when files of the cases are circulated to the residences or chambers or court halls, the Bench memorandum is kept absolutely confidential. Alternatively, a Bench memorandum would be maintained confidentially at the residence of the Judges only and in case of need for consultation therewith in Court, the Judge concerned would issue necessary directive(s) to the Law Clerk and the Court Master for production thereof.
- (e) In any matter other than final hearing matter, the Law Clerks may prepare such synopsis of facts and conduct research on the law as may be required by the Judge.

- (f) The Law Clerk must conduct necessary research in the Judges library of the High Court or the residential library of the Judge or other library or through Internet and must keep themselves abreast with the latest precedents of the Supreme Court and of the High Courts, more particularly of this Court so as to be of maximum assistance to the Judge concerned as and when necessary.
- (g) It shall be the duty of the Law Clerk to attend the residence of the Judge concerned in the mornings and evenings or on weekends and during holidays as may be directed by the Judge concerned.
- (h) It shall be the duty of the Law Clerk to attend the court of the Judge concerned and take notes of the arguments of the counsel.
- (i) The Law Clerk may verify the final judgment prepared by the Judge to ascertain any omission to refer to some arguments of the counsel or the errors as to the facts or grammar or construction of sentences. It shall be his/her duty to draw the attention of the Judge concerned to such omissions or errors, if any.
- (j) The Law Clerk shall also verify the citations of the precedents and compare the names of the respective parties therein. He/she shall also verify the correctness of the quotations from documents or judgments as set out in the final judgment of the Judge concerned.
- (k) The Law Clerk would assist the Judge concerned in the preparation of any speech or presentation address to be delivered by the Judge on legal matters in conferences, seminars, workshops, symposiums etc.

**14. Code of Conduct:**

- (a) The Law Clerks should uphold the integrity and independence of judiciary and the office. This prescription shall not affect or preclude other more stringent standards required by law, by court order, or by the direction of the Judge under whom the Law Clerk is working.
- (b) The Law Clerk should avoid impropriety and appearance of impropriety in all activities.
- (c) The Law Clerk would owe to the Judge and the Court complete confidentiality, accuracy and loyalty. He/she would be required to maintain highest standard of conduct and for holding a post of public trust must adhere to the demanding essentials of his/her position.
- (d) The Law Clerk must be respectful to the Judge concerned and at the same time be free to exchange his/her views with the Judge in the interest of better administration of justice.

- (e) The Law Clerk would be required to maintain confidentiality regarding circulations from the Chambers of the other judges, records and other information to which he/she may be a privy.
- (f) The Law Clerk should perform his/her duties of the office impartially and diligently.
- (g) The Law Clerk must exhibit impartial court room demeanor and should keep aloof from the lawyers appearing in the court and the parties concerned.
- (h) The Law Clerk should regulate extra official activities to minimize the risk of conflict with official duties. He/she may write, lecture, teach and speak on non legal subjects and engage in arts, sports and other social and recreational activities which do not affect the dignity of the office or interfere with the performance of his/her official duties.
- (i) He/She should not solicit fund/contribution from any court personnel, lawyers or litigants for any charitable activity.
- (j) He/ She should refrain from financial and business dealings that lead to detract from the dignity of the office and the performance of official duties, exploit his/her position or involve himself/herself in frequent transactions with individuals likely to approach the court.
- (k) During the clerkship, the Law Clerk should not seek and obtain employment elsewhere without permission.
- (l) Neither the Law Clerk nor a member of his/her family residing in the household should accept gift, bequest favour or take loan from any person whose interest has come or is likely to come before the court or from any other person under circumstances that might reasonably be regarded as influencing the performance of Law Clerk's official duties.
- (m) The Law Clerk shall not practice law in any court or undertake to perform legal services for any client during his/her tenure as Law Clerk.
- (n) The Law Clerk shall not receive any other remuneration as compensation for official services from any source other than the High Court.
- (o) The Law Clerk should refrain from political activities.

**15. Disciplinary Authority:** In case any misconduct/indisciplinary activities or insubordination or breach of confidentiality by Law Clerks, High Court and appointing authority may impose penalty on them.

**16.**The Law Clerk shall be subject to the Rules as applicable to the employees of this Court as to conduct and matters not specifically provided for in this Scheme.

**17.**The Chief Justice shall have the power to relax or prescribe the criteria on age, eligibility, period of assignment or selection process of Law Clerks. Nothing in these guidelines shall limit or abridge the power of Hon'ble the Chief Justice.

**Registrar General  
Gauhati High Court  
Guwahati.**

**ANNEXURE-I**

**UNDERTAKING**

I, ....., do hereby undertake and accept to strictly adhere to the following code of conduct as Law Clerk:

**CODE OF CONDUCT**

1. I shall uphold the integrity and independence of judiciary and the office. This prescription shall not affect or preclude other more stringent standards required by law, by Court order, or by the direction of the Judge under whom I shall work.
2. I shall avoid Impropriety and appearance of impropriety in all activities.
3. I would owe to the Judge and the Court complete confidentiality, accuracy and loyalty. I would maintain highest standard of conduct and for holding a post of public trust must adhere to the demanding essentials of my position.
4. I shall be respectful to the Judge concerned and at the same time will be free to exchange my views with the Judge in the interest of better administration of justice.
5. I would maintain confidentiality regarding circulations from the Chambers of the other judges, records and other information to which I may be a privy.
6. I shall perform my duties of the office impartially and diligently.
7. I shall exhibit impartial court room demeanor and shall keep aloof from the lawyers appearing in the Court and the parties concerned.
8. I shall regulate extra official activities to minimize the risk of conflict with official duties. I may write, lecture, teach and speak on non legal subjects and engage in arts, sports and other social and recreational activities which do not affect the dignity of the office or interfere with the performance of my official duties.
9. I shall not solicit fund/contribution from any Court personnel, lawyers or litigants for any charitable activity.
10. I shall refrain from financial and business dealings that lead to detract from the dignity of the office and the performance of official duties, exploit my position or involve myself in frequent transactions with individuals likely to approach the Court.
11. During the clerkship, I shall not seek and obtain employment elsewhere without permission.
12. Neither me nor a member of my family residing in the household should accept gift, bequest favour or take loan from any person whose interest has come or is likely to come before the court or from any other person under circumstances that might reasonably be regarded as influencing the performance of my official duties.

13. I shall not practice law in any Court or undertake to perform legal services for any client during my tenure as Law Clerk.

14. I shall not receive any other remuneration as compensation for official services from any source other than the High Court.

15. I shall refrain from political activities.

Further, I,..... undertake to abide by and undertake to perform the following duties and functions as Law Clerk:

#### **DUTIES AND FUNCTIONS**

1. I shall conduct such research as to facts and law on any case or cases pending before the Judge to whom I shall be attached as and when I am entrusted to do so by the judge concerned. I would conduct the research in printed or in electronic form, statute, resolution, text etc. on the related question of law and report the result of such research to the Judge orally or in writing as required. In doing so, I would have to analyse various factual aspects and facets of law involved.
2. I would participate in the oral discussion of the Judge in the residence of the Judge or in the Judges chamber or at the discussion amongst Judges who are hearing a case or have heard the case to the extent allowed by the Judge or Judges concerned.
3. In any matter listed for final hearing before the Court, I shall have to read the file in advance and prepare a brief containing a summary of the facts of the case, final decision of the court below if any, the reasons therefore and the issues of fact or law thereon for adjudication. Such bench memorandum would fairly represent the contentions of the respective parties without any bias in favour of one party or other. I would not express my opinion in the memorandum as to the correctness or otherwise of any plea of any of the parties, but may indicate as to whether a particular plea is supported by or is contrary to any documentary or oral evidence or any precedent of the Supreme Court or any High Court. I would be obliged to keep the contents of the Bench memorandum and my discussions with the Judge absolutely confidential.
4. The Registry would also maintain absolute confidentiality of the Bench memorandum and follow a procedure by which even when files of the cases are circulated to the residences or chambers or Court halls, the Bench memorandum is kept absolutely confidential. Alternatively, a Bench memorandum would be maintained confidentially at the residence of the Judges only and in case of need for consultation therewith in court, the Judge concerned would issue necessary directive(s) to me and the Court Master for production thereof.

5. In any matter other than final hearing matters, I shall prepare such synopsis of facts and conduct research on the law as may be required by the Judge.
6. I shall conduct necessary research in the Judges Library of the High Court or the residential library of the Judge or other library or through internet and shall keep myself abreast with the latest precedents of the Supreme Court and of the High Courts, more particularly of this Court so as to be of maximum assistance to the Judge concerned as and when necessary.
7. It shall be my duty to attend the residence of the Judge concerned in the mornings and evenings or on weekends and during holidays as may be directed by the Judge concerned.
8. It shall be my duty to attend the court of the Judge concerned and take notes of the arguments of the counsel.
9. I shall verify the final judgment prepared by the Judge to ascertain any omission to refer to some arguments of the counsel or the errors as to the facts or grammar or construction of sentences. It shall be my duty to draw the attention of the Judge concerned to such omissions or errors, if any.
10. I shall also verify the citations of the precedents and compare the names of the respective parties therein. I shall also verify the correctness of the quotations from documents or judgments as set out in the final judgment of the Judge concerned.
11. I shall assist the Judge concerned in the preparation of any speech or presentation address to be delivered by the Judge on legal matters in conferences, seminars, workshops, symposiums etc.

**Name (in full):**

**Date:**

**Signature**