

# THE HIGH COURT OF MEGHALAYA: SHILLONG

## NOTIFICATION

Dated Shillong, the 22<sup>nd</sup> May, 2026

HCM.II/85/2016/Estt/Pt.II/19 : With the approval of the Hon'ble, the Chief Justice, High Court of Meghalaya, the 'Scheme for Engaging of Legal Research Assistants in the High Court of Meghalaya' (amended as on 22.05.2026) is hereby notified and shall come into force with immediate effect.

By Order,

  
REGISTRAR GENERAL

Memo HCM.II/85/2016/Estt/Pt.II/19-A

Dated Shillong, the 22<sup>nd</sup> May, 2026

**Copy to: -**

1. The Registrar and PPS to the Hon'ble the Chief Justice, High Court of Meghalaya, Shillong for favour of kind information of the Hon'ble the Chief Justice.
2. The P.S to Hon'ble Mr. Justice H.S. Thangkhiew, Judge, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
3. The P.S to Hon'ble Mr. Justice W. Diengdoh, Judge, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
4. The P.S to Hon'ble Mr. Justice B. Bhattacharjee, Judge, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
5. The Registrar (Administration), High Court of Meghalaya, for favour of kind information.
6. The Registrar (Judicial Service), High Court of Meghalaya, for favour of kind information.
7. All District & Session Judges, Meghalaya for favour of kind information and necessary action.
8. The Joint Registrar(Listing)-cum-OSD to the Hon'ble the Chief Justice, High Court of Meghalaya, for favour of kind information.
9. The Manager IT, High Court of Meghalaya, Shillong for uploading the same in the Official Website.
10. The President/Secretary, High Court of Meghalaya Bar Association, Shillong for information.
11. The President/ Secretary, Bar Associations of all districts for information.
12. The Director of Printing & Stationery, Meghalaya, Shillong with a request to publish the same in the official gazette.
13. Notice Board.
14. Office File.

  
REGISTRAR GENERAL

1591  
22/5/26

**THE HIGH COURT OF MEGHALAYA**  
**SHILLONG**

**SCHEME FOR ENGAGING LEGAL RESEARCH ASSISTANTS IN**  
**THE HIGH COURT OF MEGHALAYA**  
**(Amended as on 22<sup>nd</sup> May, 2026)**

WHEREAS Legal Research Assistants are required to be attached to the Hon'ble Judges in the High Court to assist in day to day work e.g., searching out case law, articles, papers; taking down notes of arguments and preparing notes on facts of the case; preparing of speech/ articles etc. as also in some of the administrative matters, which add to and enrich the knowledge and experience of concerned Legal Research Assistant also;

AND WHEREAS sanction of a total number of **6 (six)** posts of Legal Research Assistants on fixed honorarium basis, for their attachment with Hon'ble the Chief Justice and with the Hon'ble Judges, has been issued by the Government of Meghalaya under Notification No. **LJ(A) 19/2005/273 dated Shillong, the 27<sup>th</sup> June, 2016** and Notification No. **LJ(A) 19/2005/613 dated Shillong, the 2<sup>nd</sup> December, 2021;**

THEREFORE, to obtain the services of best candidates, and with a view to keep transparency in the mode, and modality of engaging such Legal Research Assistants; and for providing qualification/method of selection, brief job chart, general condition of service etc., Hon'ble the Chief Justice, while exercising powers conferred under Article 229 of the Constitution of India, hereby issues the following Guidelines: -

**1. Title -**

These Guidelines may be called the "*Scheme for engaging Legal Research Assistants in the High Court of Meghalaya.*"

**2. Definitions:**

In these Guidelines, unless there is anything repugnant in the subject or context thereof,-

- (a) **Chief Justice** means Hon'ble the Chief Justice of High Court of Meghalaya;
- (b) **Judge** means Hon'ble Judge of High Court of Meghalaya;

- (c) **Legal Research Assistant** means Legal Research Assistant in the High Court of Meghalaya;
- (d) **Schedule** means the Schedule appended to these Guidelines;
- (e) **Website** means the official website of the High Court of Meghalaya as may be uploaded from time to time. (At present it is <http://meghalayahighcourt.nic.in>);
- (f) **Universities / Colleges/ Institutions** shall mean the Universities/ Colleges/ Institutions established by law in India and recognized by the Bar Council of India.

### **3. Term and nature of engagement:**

- 1) A Legal Research Assistant will be engaged, subject to such assistant's continued satisfactory performance, for a maximum period of two years, renewable for subsequent periods of each year as may be mutually decided by the relevant Judge and the Legal Research Assistant.
- (2) The engagement of Legal Research Assistant would be on a purely contractual basis at a fixed consolidated remuneration per month, as may be fixed from time to time, without the engaged person having any claim as an employee of the Court.
- (3) The period of assignment can be terminated by the relevant Judge without any notice.
- (4) A Legal Research Assistant intending to leave the engagement pre-maturely shall be required to give prior notice, at least of a period of three months.
- (5) A Legal Research Assistant will have such leave of absence as may be approved by the relevant Judge, subject to a maximum of 15 days per year during the period of assignment.
- (6) Proportionate reduction of honorarium shall be made for unauthorized absence, so also for absence beyond permissible period of leave.
- (7) A Legal Research Assistant will have to execute an undertaking in the appended form as acceptance of the assignment.

### **4. Method of Selection:**

- (1) Selection for engaging Legal Research Assistants shall be made by inviting applications from willing candidates by way of the abridged advertisement as prescribed in Schedule I, which shall be published in such manner as may be prescribed by the Hon'ble the Chief Justice from time to time.
- (2) Such application shall be made in the form as prescribed in Schedule- II which can be downloaded from the website, and shall be accompanied by

the copies of documents, as enumerated in that form.

- (3) Simultaneous to publication of abridged advertisement, the concerned Universities/Colleges/Institutions may also be intimated about the requirement, requesting them to persuade, and forward the applications, of willing candidates, alongwith their recommendation.
- (4) An Interview Board shall be constituted by Hon'ble the Chief Justice comprising such number of Hon'ble Judges, as considered appropriate, from time to time, to assess the suitability of candidate for engagement as Legal Research Assistant, on the basis of academic career, extra-curricular achievements and performance in personal interview;
- (5) Selection shall be made in the order of merit as recommended by the Interview Board constituted by Hon'ble the Chief Justice.

#### **5. Examination Fee:**

Every candidate shall pay non-refundable examination fee of Rs. 100/- (One hundred rupees), through Demand Draft or Postal Order, to be drawn in the name of Registrar General of the High Court of Meghalaya.

#### **6. Nationality and Age:**

The candidate must be an Indian national, not less than 23 years of age and not more than 33 years of age as on the date of the advertisement inviting applications.

#### **7. Qualifications:**

- (1) The candidate must have obtained a LL.B degree from any recognized universities in India, whether enrolled or not as an advocate with Bar Council of India or with any Bar Council of any States.
- (2) A candidate studying in the final year of any accredited law course will also be eligible to apply subject to furnishing proof of acquiring Law qualification at the time of interview.
- (3) A candidate must have basic knowledge of computer including retrieval of desired information from various search engines/ processes such as Manupatra, SCC Online, Lexis Nexis, Westlaw etc.

**8. Disqualifications:**

- (1) A Legal Research Assistant cannot be a practicing advocate or engaged/appointed elsewhere, on honorarium/payment basis. If enrolled as an advocate or engaged elsewhere, the candidate shall disclose the facts in the application and shall undertake to seek the suspension of enrolment, or to give up other engagement, as the case may be.
- (2) A candidate should not be involved in any criminal case, whether convicted or pending trial.

**9. Character:**

A candidate seeking engagement as Legal Research Assistant must be a person of integrity, honesty and good moral character, for which the candidate will submit certificate of two responsible persons, at the time of submitting the application.

**10. Undertaking:**

Before taking over assignment, the Legal Research Assistant shall submit an undertaking in the format prescribed in Schedule IV, before Registrar General of the High Court of Meghalaya.

**11. Attendance and Leave:**

- (1) A Legal Research Assistant will have such leave of absence as may be approved by the relevant Judge, subject to a maximum of 15 days per year during the period of assignment.
- (2) The Hon'ble Judge with whom the Legal Research Assistant is attached shall be the competent authority to sanction his/her leave.
- (3) The Private Secretary of Hon'ble Judge to whom such Legal Research Assistant is attached shall maintain an account of attendance, and casual leave, of the Legal Research Assistant; and will send its intimation on the last working day of each calendar month to the Bill Section, for preparing the bill of honorarium.

**12. Duties of Legal Research Assistant:**

Without adversely affecting generality of the job, i.e., to assist the Hon'ble, the Chief Justice/Judge, the 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 in a comprehensive manner, including the legal questions involved, and the relevant case-law having bearing on the case.
- (b) To search and research legal points and principles under the control and guidance of the Hon'ble Judge.
  - (c) To search out case law, articles, papers and other relevant material required in discharge of judicial/administrative functions.
  - (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 alongwith the point of law decided in that particular case, and to maintain it in such a manner, as to be very conveniently retrievable.
  - (g) To maintain the record of administrative correspondence, administrative files, and, if specifically entrusted, of particular judicial file(s),
  - (h) To assist the Hon'ble Judge in preparing any speech/academic paper.

**14. Confidentiality:**

- (1) A Legal Research Assistant shall ensure that utmost confidentiality is maintained in respect of the matters assigned to the Legal Research Assistant or matters pertaining to pending and disposed of Court cases that may come to the Legal Research Assistant's knowledge in connection with the work.
- (2) Such confidentiality has to be maintained both during the duration of the clerkship and thereafter.
- (3) Matters relating to Court cases, reports and statistics which come to the knowledge of a Legal Research Assistant in course of the clerkship shall not be used or divulged for any purpose without the express previous leave of the concerned Judge or, upon the retirement of the concerned Judge, the Registrar General of the High Court.

**15. Duty Hours:**

It is a full time job, and Legal Research Assistant may be required to attend the residential office of the concerned Hon'ble Judge, in addition to normal duty during office hours. The Legal Research Assistant may be required to attend office/residential office even on gazetted/local holidays. However, the time schedule shall be as adjusted by the Hon'ble Judge concerned.

**16. Conduct during and after term of assignment:**

- (1) A Legal Research Assistant shall maintain devotion to duty, and high moral standards, during the term of engagement. A Legal Research Assistant will not disclose any fact which comes to his/her knowledge on account of such official engagement, during or after completion of term of engagement, unless such disclosure is legally required in discharge of lawful duties.
- (2) The Legal Research Assistant will not accept any other assignment during the term of engagement as Legal Research Assistant.
- (3) After completion of the term, the Legal Research Assistant will not practice for a period of six months in the High Court of Meghalaya, and for a period of 1 year before the Hon'ble Judge, with whom he/she was attached, nor will ever handle a case, with relation to which, he/she had discharged any duty, in any manner, as Legal Research Assistant.
- (4) The Legal Research Assistant will not leave headquarter without seeking permission from the Hon'ble Judge concerned.
- (5) The Legal Research Assistant will not avail leave without getting it sanctioned. In any case of emergency, the Legal Research Assistant will immediately contact and convey to the Private Secretary of the Hon'ble Judge concerned, of his/her inability to attend office.

**17. Certificate:**

- (1) Upon successful completion of the term of engagement of the Legal Research Assistant, a certificate shall be issued by the Registrar General, in the form as

is prescribed in Schedule V.

- (2) If the engagement is terminated before completion of the original term due to premature discharge by High Court, or due to voluntarily giving up of assignment by person concerned, no such certificate shall be issued.

**18. Publication of the Guidelines:**

This *Scheme for engaging Legal Research Assistants in the High Court of Meghalaya* shall be uploaded on the website. However, the Chief Justice may direct its publication in any other manner also.

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SCHEDULE – I  
ABRIDGED ADVERTISEMENT

Applications for Contractual engagement of \_\_\_\_\_ (required no.) persons as Legal Research Assistant for a period of 2(two) Year under terms and conditions mentioned in Scheme for engaging Legal Research Assistants in the High Court of Meghalaya, which is available on the website <http://meghalayahighcourt.nic.in>, are invited from eligible candidates having essential qualifications. The candidate must be an Indian national, not less than 23 years of age and not more than 33 years of age as on the date of the advertisement inviting applications. The application (duly filled up and complete in every manner), must reach the office of Registrar General, High Court of Meghalaya, Shillong on or before \_\_\_\_\_ during office hours. Form of Application is available on and can be downloaded from the website <http://meghalayahighcourt.nic.in>

Date

Registrar General  
High Court of Meghalaya

**SCHEDULE – II**  
**HIGH COURT OF MEGHALAYA**

Affix passport  
sized coloured  
photograph duly  
signed and  
attested

Adv. No. \_\_\_\_/LRA/...../

- 1) Name of Post: Legal Research Assistant
- 2) Name:
- 3) Mother's Name:
- 4) Father's Name:
- 5) Date of Birth:
- 6) Present Address:
- 7) Permanent Address:
- 8) Contact number:
- 9) Email address:
- 10) Whether SC/ST/OBC? If so, a certificate to that effect to be enclosed.
- 11) Educational Qualifications with the year of passing, division or class secured in different examination from H.S.L.C./ H.S.S.L.C. onwards (Copy of the relevant LL.B. certificate or degree should be furnished).
- 12) Whether enrolled as advocate or engaged/appointed elsewhere? If so, furnish the particulars.
- 13) Whether any Civil or Criminal proceeding is pending by or against you? If so, furnish the details of the case.
- 14) Do you have knowledge of Computer Operations? (Yes/No)
- 15) Whether you have undergone any certificate/diploma course in computer operation from a recognized Institute? If so, please give the particulars

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16) Number and Date of Bank Demand Draft/Bankers Cheque /Postal Order and Value:

Number \_\_\_\_\_ Amount: \_\_\_\_\_ Date. \_\_\_\_\_

Name of Bank/ Post Office:

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Date: \_\_\_\_\_

**(Signature of Applicant)**

NB: Please see the notes below:

## Notes

1. The candidate should affix a latest taken coloured photograph in passport size with his/her own signatures thereon and duly attested by some Gazetted Officer at the place provided in the application.
2. The envelope containing application should be marked **“APPLICATION FOR THE POST OF LEGAL RESEARCH ASSISTANT”**.
3. One envelope shall contain only one application form. If an envelope contains more than one application form, all such applications shall stand rejected.
4. The candidate must attach with the application form, certified copies of the certificates in support of his/her age and educational qualifications, extra curricular activities and computer knowledge.
5. An application may be sent either by Speed Post, Registered Post A.D. Post, or through Courier; it can also be deposited in the office of the Registrar General of the High Court of Meghalaya during office hours.
6. The defective application, which is not complete in any respect, will be rejected out-right.
7. Any application received after the last date will not be entertained and the High Court will not be responsible for any postal delay.
8. The candidate is required to furnish a checklist along with application form mentioning therein details about the certificates and the testimonials enclosed with the form.
9. Information regarding format of application and other information available on the website of the High Court of Meghalaya at <http://meghalayahighcourt.nic.in> must be read carefully before filling up the application.

**SCHEDULE III**  
**OFFER FOR ENGAGEMENT**  
**AS LEGAL RESEARCH ASSISTANT**

Under the Scheme for engaging Legal Research Assistants in High Court of Meghalaya, offer to join within seven days from the date of receipt of this letter is being made broadly on the following terms & conditions: -

1. It is a purely temporary contractual engagement for a period of two years which shall not entail you to claim any regular appointment.
2. Premature discharge from the engagement without notice may be ordered if the concerned Hon'ble Judge makes written recommendation, which is accepted by Hon'ble the Chief Justice.
3. A fixed honorarium per month (as applicable) without any dearness or other allowance/perquisite, shall be paid to you. However, proportionate reduction shall be made on account of unauthorized absence so also, for absence beyond the permissible period of leave.
4. You shall be entitled to such leave of absence as may be approved by the relevant Judge, subject to a maximum of 15 days per year during the period of assignment.
5. The provisions contained in the Scheme for engaging Legal Research Assistants in High Court of Meghalaya are binding upon you.
6. On successful completion of term of engagement, a certificate shall be issued to you by the Registrar General.
7. You will maintain devotion to duty, and high moral standards during the term of engagement. You will not disclose any fact which comes to your knowledge on account of such official engagement, during or after completion of term of engagement, unless such disclosure is legally required in discharge of lawful duties.

8. Your principal duties are as follows:

- (a) To read the case files, and prepare the case, i.e. case summary and notes and chronology of events in a comprehensive manner, including the legal questions involved, and the relevant case-law having bearing on the case.
- (b) To search and research legal points and principles under the control and guidance of Hon'ble Judge.
- (c) To search out case law, articles, papers and other relevant material required in discharge of judicial/administrative functions.
- (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 alongwith the point of law decided in that particular case, and to maintain it in such a manner, as to be very conveniently retrievable.
- (g) To maintain record of administrative corresponding, administrative files, and, if specifically entrusted, of particular judicial file(s).
- (h) To assist the Hon'ble Judge in preparing any speech/academic paper.

9. During the engagement as Legal Research Assistant, you shall not practice in any court of law nor engage yourself in any other professional pursuit. If already enrolled, you will intimate the Bar Council for suspension of Enrollment. If engaged in any other professional pursuit, you shall disengage.

10. That you shall wear a black coat (and in case of male, tie also) during court hours.

11. That you will carry a photo affixed identity card with you so that free access to Court Room, Computer Cell and Library can be given.

12. That after completion of the term, you will not practice for a period of six months in the High Court of Meghalaya, and for a period of 1 year before the Hon'ble Judge, with whom you were attached, nor will ever handle a case, with relation to which you had discharged any duty, in any manner, as a Legal Research Assistant.

13. Breach of any term / condition or any act of indiscipline by you shall attract termination of engagement without notice.

**REGISTRAR GENERAL**

**SCHEDULE – IV  
UNDERTAKING**

I \_\_\_\_\_ son/daughter of \_\_\_\_\_  
resident of \_\_\_\_\_ having  
been assigned the job of Legal Research Assistant to get practical training  
and to assist the Hon'ble Judges in discharge of Judicial/ Administrative  
functions, do hereby submit my undertaking and affirm as under: -

That I have carefully read the **SCHEME FOR ENGAGING LEGAL  
RESEARCH ASSISTANTS IN HIGH COURT OF MEGHALAYA** and  
have fully understood the provisions contained therein. I understand and do  
undertake that I am bound by the provisions contained in the above said  
Scheme and by the terms of my engagement; and that I will abide by the  
same.

Date

Signature

(Name of Legal Research Assistant)

Verified

(Registrar General)

**SCHEDULE V  
CERTIFICATE**

To whomsoever it may concern

This is to Certify that Mr./Ms. \_\_\_\_\_ has successfully participated in training as Legal Research Assistant with Hon'ble Mr. Justice \_\_\_\_\_ Chief Justice/ Judge of the High Court of Meghalaya from \_\_\_\_\_ to \_\_\_\_\_; and his / her performance was found to be Satisfactory/ Good/ Outstanding.

**DATE**

**REGISTRAR GENERAL**