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THE HIGH COURT OF ORISSA, CUTTACK

NOTIFICATION

The 1st October, 2026

No.1022/R.— In exercise of the powers conferred under Article 229 of the Constitution of India, the Chief Justice of the High Court of Orissa hereby makes the following Rules to further amend the High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2019, namely;

1. Short title and commencement:

(1) These Rules may be called the High Court of Orissa (Appointment of Staff and Conditions of Service) (3rd Amendment) Rules, 2026.

(2) They shall come into force on the date of their publication in the *Odisha Gazette*.

2. In the High Court of Orissa (Appointment of Staff and Conditions of Service) Rules, 2019, the provisions of the Appendix-7 shall be substituted with the followings, namely;

APPENDIX – 7

SCHEME FOR ENGAGEMENT OF RESEARCH ASSISTANTS

1. TITLE -

The guidelines provided hereinafter shall be called as “Scheme for Engagement of Research Assistants in the High Court of Orissa” on short term contractual assignment in the Court. They shall come into force on the date of their publication in the *Odisha Gazette*.

2. DEFINITIONS – In this Scheme, unless the context otherwise requires:

i. “Panel” means panel of suitable candidates prepared by the Selection Committee of Judges and approved by the Chief Justice.

ii. “Term of Assignment” means the period of contractual engagement as Research Assistant provided under Clause-3 of the Scheme.

iii. “Calendar Year” means a year reckoned according to the British calendar as per the General Clauses Act, 1897.

iv. “Chief Justice” means the Chief Justice of the High Court of Orissa.

v. “Engaging Authority” for the Research Assistant in the Selection Pool means the Chief Justice and for those recommended, the Judge concerned.

vi. “High Court” means the High Court of Orissa.

vii. “Judge” means a Judge of the High Court of Orissa.

viii. “Judge’s Office” means the Residential Office of Judges the High Court of Orissa including that of the Chief Justice.

ix. “Selection Committee” means committee of Judges constituted by the Chief Justice.

x. “Registrar General” means Registrar General of the High Court of Orissa.

xi. “Research Assistant” means a person engaged under this Scheme to assist the Chief Justice and Judges in research work on legal issues coming up for adjudication.

xii. “Schedule” means schedules appended to this Scheme.

xiii. “Universities/Colleges/Institutions” shall mean the Law Universities/ Law Colleges/ Law Schools and all other Institutions established by law in India and recognized by the Bar Council of India/ Bar Council of Odisha.

xiv. “Website” means official website of the High Court of Orissa with its domain name/URL as may be prescribed from time to time **(http://orissahighcourt.nic.in**).

3. TERM AND NATURE OF ENGAGEMENT -

i. A Research Assistant be engaged purely on a short-term contractual basis and such engagement shall be coterminous with the tenure of the Chief Justice/Judge to whom he/she is attached, or for an initial period of two years, whichever is earlier, subject to the contingencies prescribed in Rule 10. The engagement may thereafter be extended up to a maximum of two times, each for a period of one year or less, subject to the satisfaction of the Chief Justice/Judge concerned.

However, it is made clear that in no case the engagement shall exceed a total period of four years from the date of initial engagement.

ii. The Chief Justice shall be entitled to have the services of a maximum of three Research Assistants and each Judge the services of a maximum of two Research Assistants.

iii. The contractual engagement of a Research Assistant shall not confer upon him/her any right or claim to regular appointment, absorption, continuation, or extension of engagement beyond the sanctioned period.

iv. A person who has completed the maximum period of engagement as a Research Assistant shall not be eligible for re-engagement pursuant to any subsequent advertisement issued by the High Court.

v. A Research Assistant may be dis-engaged prematurely, without prior notice, if the Chief Justice/Judge to whom the concerned Research Assistant is attached recommends such termination.

vi. A Research Assistant intending to resign before the expiry of the contractual tenure shall give prior notice of one month or for the remaining unexpired term, whichever is lesser.

4. ELIGIBILITY CONDITIONS & QUALIFICATIONS –

i. A candidate must possess a Bachelor's Degree in Law (including a Five-Year Integrated Degree in Law) from any School, College, University, or Institution recognized by the Bar Council of India or the Bar Council of Odisha on or before the date of written examination.

ii. The candidate must possess a good working knowledge of computers, including proficiency in conducting legal research and retrieving information from online legal databases and search platforms such as Manupatra, SCC Online, LexisNexis, Westlaw, and other similar legal research tools.

5. DISQUALIFICATIONS –

i. A candidate must not have more than one living spouse. A candidate who has contracted a marriage with a person having a living spouse shall also be ineligible for engagement, unless exempted under the applicable law or by specific order of a Court.

ii. A candidate must not have been convicted of any criminal offence, nor should any criminal case involving moral turpitude or any offence of a serious nature be pending against him/her before a court of law.

6. AGE AND NATIONALITY –

i. A candidate must not have attained the age of **33 years** as on the **1st day of January** immediately preceding the last date prescribed for submission of the application.

ii. A candidate must be a citizen of India.

7. CHARACTER –

A candidate must be a person of integrity, honesty, and good moral character. In support thereof, the candidate shall submit certificates of good character from two responsible persons along with the application.

8. METHOD OF SELECTION –

i. The Chief Justice or any Judge may recommend in writing the engagement of one candidate of his/her choice as a Research Assistant, provided such candidate fulfils the eligibility criteria prescribed under these Rules. Upon such recommendation, the candidate may be engaged as a Research Assistant in the office of the recommending Judge and such engagement shall be coterminous with the tenure of the Chief Justice or the Judge concerned, as the case may be.

ii. The remaining vacancies shall be filled-up through an open selection process. Applications shall be invited by an advertisement published in at least two widely circulated daily newspapers, one of which shall be in the regional language. Eligible candidates may submit their applications to the Registrar General, High Court of Orissa, in the prescribed form appended as Schedule-I.

iii. The applications so received shall be scrutinized by the Recruitment Cell. Applications found to be complete and free from defects shall be placed before the Selection Committee constituted by the Chief Justice for the purpose of selection.

iv. Candidates found eligible shall be required to appear in a Screening Test (Written Examination) followed by a Personal Interview, both of which shall be conducted by the Selection Committee.

v. The Screening Test shall be of two hours duration and shall consist of 100 objective-type multiple-choice questions carrying one mark each. There shall be negative marking and 0.25 marks shall be deducted for every incorrect answer.

vi. The Screening Test shall comprise the following two parts:

Part-I (30 Marks):

Questions on General English and General Aptitude/General Awareness.

Part-II (70 Marks):

Questions relating to the Constitution of India, The Code of Civil Procedure, 1908, Bharatiya Nyaya Sanhita, 2023, Bharatiya Nagarik Suraksha Sanhita, 2023, Bharatiya Sakshya Adhiniyam, 2023, Personal Laws, Local Laws, the Indian Contract Act, 1872, the Arbitration and Conciliation Act, 1996, The Negotiable Instruments Act, Protection Of Children from Sexual Offences Act, 2012, Protection of Women from Domestic Violence Act, 2005, Juvenile Justice (Care and Protection of Children) Act, 2015.

vii. Candidates securing 45% marks or above in the Screening Test shall qualify for the Personal Interview. However, the number of candidates to be called for the interview ordinarily shall not exceed three times the number of notified vacancies, in order of merit.

viii. The Selection Committee shall nominate the Examiners for evaluation of the answer scripts.

ix. The eligible candidates shall be interviewed by the Selection Committee. The Personal Interview shall carry 20 marks.

x. A merit list shall be prepared on the basis of the aggregate marks secured by the candidates in the Written Examination and the Personal Interview. Provided that, a candidate shall not be included in the merit list if he/she fails to secure at least 40% of the total marks in the interview.

xi. The merit list so prepared by the Selection Committee shall be placed before the Chief Justice for approval. Upon such approval, the Research Assistants from the Panel shall be assigned to the Chief Justice or the Judges, as per requirement.

xii. If any candidate whose name appears in the Panel declines the assignment or, having accepted the offer, fails to report for duty on the date and time specified in the order of engagement without prior intimation or sufficient cause, his/her

candidature shall be cancelled without further notice, and no representation or correspondence in this regard shall be entertained.

9. ENGAGEMENT LETTERS –

i. The Chief Justice shall have the option to retain two Research Assistants from the Panel and shall assign others to the office of the Judges, as per requirement. Thereafter, the Registrar General shall issue letters of engagement to such Research Assistants.

ii. So far as the recommended candidates as mentioned under 8(i) above are concerned, the Registrar General shall issue letter of engagement with the approval of the Judge concerned.

10. CONTINGENCIES –

i. **Retirement or transfer of a Judge during the tenure of a Research Assistant:**

If any Judge retires or is transferred during the tenure of the Research Assistant selected through the Panel, he/she shall be dis-engaged with immediate effect.

Provided that, prior to such disengagement, he/she may be engaged for the remaining period of tenure under orders of the Chief Justice, subject to availability of vacancy.

ii. **Resignation or dis-engagement of a Research Assistant during the tenure of assignment:**

Where a Research Assistant from the Panel resigns or he/she is dis-engaged during the tenure of assignment, the Judge concerned may be provided with a Research Assistant from the Panel subject to availability.

In the event of resignation or dis-engagement of recommended Research Assistant, the vacancy may be filled up by following the procedure prescribed under Rule 8(i) for engagement of a fresh Research Assistant or the Judge may also be assigned with a Research Assistant from the Panel subject to availability.

If the Panel is exhausted or additional Research Assistants are required, the Registrar General may, with the prior approval of the Chief Justice, initiate a fresh selection process by issuing an advertisement.

11. HONORARIUM –

i. A Research Assistant shall be paid a monthly honorarium at the rate prescribed by the State Government from time to time during his/her engagement. No dearness allowance, house rent allowance, medical allowance, or any other allowance, perquisite, or service benefit shall be admissible.

ii. A proportionate deduction from the monthly honorarium shall be made for any period of unauthorized absence, as well as for absence in excess of the leave admissible under these Rules.

12. ATTENDANCE AND LEAVE –

i. A Research Assistant shall be entitled to one day's Casual Leave on completion of each calendar month of service. Any un-availed Casual Leave shall be carried forward and may accumulate up to the end of the relevant calendar year. Un-availed Casual Leave shall lapse at the close of the calendar year and shall not be carried forward thereafter.

ii. The Chief Justice or the Judge to whom the Research Assistant is attached shall be the competent authority to sanction leave.

iii. The Private Secretary to the Chief Justice or the Judge to whom the Research Assistant is attached shall maintain the attendance and leave account of the Research Assistant and shall furnish the particulars of attendance and leave to the Bill Section on the last working day of every calendar month for preparation and disbursement of the monthly honorarium.

13. WORK PROFILE OF RESEARCH ASSISTANT –

i. To assist the Chief Justice or the Judge to whom he/she is attached in the discharge of judicial functions.

ii. To examine the case records and prepare comprehensive case summaries, notes, and a chronology of events so as to provide the Chief Justice or the Judge a complete understanding of the matter, including the questions of fact and law involved, as well as the latest judicial precedents having a bearing on the case.

iii. To conduct legal research and identify relevant judicial precedents, statutory provisions, articles, journals, research papers, and other reference materials as desired by the Judge concerned.

iv. To take notes of arguments advanced by the learned counsel and prepare concise notes of cases, as and when directed.

v. To identify and analyse the relevant facts, issues, and questions of law that arise during the course of hearing or are otherwise necessary for the preparation of judgments or orders.

vi. To maintain a systematic record of the judgments delivered by the Chief Justice or the Judge, together with the principles of law laid down therein, in a manner that facilitates easy retrieval and reference whenever required.

vii. To perform such duties as may be assigned by the Chief Justice or the Judge and to maintain strict confidentiality in respect of all judicial records, proceedings, deliberations, and other information coming to his/her knowledge during the course of engagement.

viii. To assist the Chief Justice or the Judge in the preparation of speeches, academic papers, research articles, lectures, and such other scholarly or official assignments as may be entrusted from time to time.

14. DUTY HOURS –

The engagement of a Research Assistant shall be on a full-time basis. In addition to attending the office during the prescribed working hours, the Research Assistant may be required to attend the residential office of the Chief Justice or the Judge to whom he/she is attached, as and when so directed. The Research Assistant may also be required to attend the office or the residential office on Saturdays, Sundays, Gazetted Holidays, Local Holidays, or any other holidays, whenever the exigencies of judicial work so require.

15. ORIENTATION AND TRAINING –

After completion of the selection process, the Selection Committee shall, with the approval of the Chief Justice, conduct orientation and training programmes for the newly engaged Research Assistants to acquaint them with their duties and responsibilities, including the preparation of case briefs, case notes, research notes, and such other aspects of judicial research and court procedure as may be considered necessary.

16. CONDUCT DURING AND AFTER TERM OF ASSIGNMENT –

i. A Research Assistant shall maintain absolute devotion to duty and uphold the highest standards of integrity, honesty, confidentiality, and moral conduct commensurate with the responsibilities entrusted to him/her throughout the period of engagement.

ii. A Research Assistant shall not undertake or accept any other employment, profession, assignment, consultancy, internship, or engagement, whether remunerative or otherwise, during the period of engagement.

iii. A Research Assistant shall not leave the headquarters without obtaining the prior permission of the Chief Justice or the Judge to whom he/she is attached.

iv. A Research Assistant shall not absent himself/herself from duty without obtaining prior sanction of leave. In the event of an emergency preventing attendance, he/she shall immediately inform the Private Secretary to the Chief Justice or the Judge concerned of his/her inability to attend office and shall thereafter submit an application for leave in the prescribed manner.

v. A Research Assistant shall desist himself/herself from rendering any assistance in any matter in which he/she has, or is likely to have, any direct or indirect personal, pecuniary, professional, or other interest that may give rise to a conflict of interest or create a reasonable apprehension of bias.

vi. A Research Assistant shall faithfully comply with these Rules and such other conditions of engagement, instructions, directions, or guidelines as may be issued by the Chief Justice from time to time.

vii. He/She shall not disclose any fact which comes to his/her knowledge on account of such official assignment after expiry of the tenure.

viii. He/She shall not appear as an advocate for a period of two years from the date of expiry of tenure before the Judge with whom he/she was attached during the term of assignment.

17. DRESS CODE FOR RESEARCH ASSISTANT–

Every Research Assistant shall maintain a neat, formal, and professional appearance and shall wear the prescribed dress while on duty. The prescribed dress shall be as follows:

i. **Male Research Assistants:** Black trousers, a white full-sleeved shirt, a black tie, and black formal shoes.

ii. **Female Research Assistants:** A white blouse with a light-coloured saree; or a white salwar kameez with a black dupatta; or black trousers with a white full-sleeved shirt.

iii. **Winter Attire:** A black sweater and a black coat, whenever required.

18. UNDERTAKING–

Before assuming charge as a Research Assistant, every selected candidate shall submit an undertaking in the form prescribed in **Schedule-II** to the Registrar General, High Court of Orissa.

19. CERTIFICATE –

i. Upon successful completion of the term of engagement, the Registrar General shall issue a Certificate of Completion to the Research Assistant in the form prescribed in **Schedule-III**.

ii. Where a Research Assistant is dis-engaged before the expiry of the original term, whether on account of premature discharge by the High Court or voluntary resignation by the Research Assistant, the Registrar General shall issue a certificate only in respect of the period during which the Research Assistant actually served under the contractual engagement, in the form prescribed in **Schedule-IV**.

20. PUBLICATION OF THE SCHEME –

The Scheme shall be uploaded on the official website of the High Court of Orissa and shall also be published or disseminated in such other manner as the Chief Justice may, from time to time, direct.

21. POWER TO REMOVE DIFFICULTIES –

i. The Chief Justice shall have the power to remove any difficulty arising in the implementation of this Scheme and to issue such directions as may be necessary for giving effect to its provisions.

ii. If any question arises regarding the interpretation of any provision of this Scheme, the decision of the Chief Justice thereon shall be final and binding.

22. REPEAL & SAVINGS –

The Scheme governing the engagement of Research Assistants framed earlier in this behalf is hereby repealed.

Provided that, the Research Assistants engaged under the earlier Scheme shall not be entitled for further extension on expiry of their present term.

By order of the Chief Justice
BHAGYALAXMI RATH
REGISTRAR GENERAL

SCHEDULE – I

ORISSA HIGH COURT, CUTTACK

Adv. No._____/ Research Assistant

1. Name of Applicant:

2. Date of Birth:

3. Sex (Male/Female/Others):

4. Nationality:

5. Full Name of the Father / Husband:

6. Present Postal Address:

7. Permanent Address:

8. Contact No. & E-mail Id:

9. Educational Qualification:

Name of the Exam passed	Name of the Board / University	Name of the Institute/ College	Year of Passing	Total Marks	Percentage of Marks Obtained	Date of Enrolment in Bar

10.(a)Do you have knowledge of Computer Operation: (Yes/No)

(b) Whether you have undergone any certificate/diploma course in computer operation from a recognized Institute? Please give particulars:

11. Are you married?

If so, do you have more than one spouse living or married a person having a spouse living?

12. Whether you had earlier been engaged as a Research Assistant, If so, details.

_____

Place

Date: Signature of Applicant

Note:

1. Candidates should affix a latest coloured photograph snapped within three months preceding the date of application in passport size with his own signature thereon and duly attested by a Gazetted Officer at the space provided in the application.
2. The envelope containing application should be marked **"APPLICATION FOR THE POST OF RESEARCH ASSISTANT, 20……."**
3. Envelope shall contain only one application form. An envelope containing more than one application form shall stand rejected.
4. Candidates must attach with the application form, attested copies of the certificates & mark sheets in support of their age and educational qualifications, extra-curricular activities, certificate in support of their having computer knowledge and two Character certificates by the respected persons of the locality.
5. Applications may be sent either by Speed Post, Registered Post with A.D. or through Courier.
6. Incomplete or defective applications shall be rejected.
7. Applications received after the last date shall not be entertained and the Court will not be responsible for any postal delay.
8. The candidate shall not practice in any court of law during engagement as a Research Assistant.

SCHEDULE-II

UNDERTAKING

I _____ Son/daughter of _____ resident of _____ having been assigned the job of Research Assistant in the Hon'ble High Court of Orissa, do hereby submit my undertaking and affirm as under:

That I have carefully read the **"SCHEME FOR SELECTION AND ENGAGEMENT OF RESEARCH ASSISTANT IN THE HIGH COURT OF ORISSA"** and have fully understood the provisions contained therein. I understand and do undertake that I shall be bound by the provisions contained in the said Scheme.

Signature (Name of Candidate)

Date:

Verified

(Registrar General)

SCHEDULE-III

The High Court of Orissa: Cuttack

Certificate of Experience upon successful completion of term of engagement as Research Assistant

(To whomsoever it may concern)

This is to certify that Mr./Mrs./Miss. …… Son/Daughter/Wife of ……. Resident of ……..…… had successfully completed the term of engagement as Research Assistant w.e.f. ……..…….. to ……. He/ She was attached to Hon'ble Mr. Justice ……., Hon'ble the Chief Justice/ Hon'ble Judge of High Court of Orissa and his/her performance was found to be satisfactory.

REGISTRAR GENERAL

Date:

SCHEDULE-IV

The High Court of Orissa: Cuttack

Certificate of Work Experience as Research Assistant

(To whomsoever it may concern)

This is to certify that Mr./Mrs./Miss. …… Son/ Daughter /Wife of ……. Resident of ……..…… had been engaged as a Research Assistant w.e.f. ……..…….. to ……. He/ She was attached to Hon'ble Justice ……., the Chief Justice/ Judge, High Court of Orissa.

REGISTRAR GENERAL

Date:

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