

:: ADVERTISEMENT ::

**HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT AURANGABAD**

No. Adm./PA/Advt./450/2024, date : 26/02/2024

Applications are invited Online from eligible aspirants, who fulfill prescribed eligibility criteria on the date of publication of this advertisement, for preparing a Select List containing names of 15 candidates and a Wait List containing names of four candidates for the post of 'Personal Assistant to the Hon'ble Judge', on the establishment of High Court of Judicature at Bombay, Bench at Aurangabad, in the Pay Matrix of S-23 : Rs. 67700–208700 plus allowances, as admissible, under the Rules.

There shall be a reservation of 4% posts i.e. one post for the persons with disabilities, in pursuance of the directions given in Writ Petition (L) No. 1137/2018 with P.I.L. No. 72 of 2018 (P.I.L. No. 46 of 2018 Aurangabad Bench). The posts for the persons with disabilities, as may be notified after identification of the suitable categories of disability, will be filled in the near future as per the Notification of the Bombay High Court.

[A] Eligibility Criteria

(1) **Age limit** :- The age of candidate should not be less than 21 years and more than 38 years, in case of General Category and not more than 43 years, in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Class or Special Backward Class specified, for the time being by the Government of Maharashtra, on the date of the advertisement. The maximum age limit shall not be applicable to the High Court/Government Employees, applying through a proper channel.

(2) A candidate, in order to become eligible for appointment to a post of Personal Assistant to the Hon'ble Judge, on the date of advertisement, must :-

(i) possess a University Degree. However, this condition may be relaxed, if a candidate is already working as a Stenographer (Lower Grade) for not less than 10 years or Stenographer (Higher Grade) for not

less than eight years in the High Court or in any other Court or Tribunal or in the office of Advocate General or Government Pleader, as the case may be, preference being given to candidates possessing a Degree in Law;

(ii) possess a Government Commercial Certificate or have passed examination conducted by Government Board or I.T.I. for speed of 120 w.p.m. or above in English Shorthand and 50 w.p.m. or above in English Typing; and

(iii) possess a Computer Certificate about proficiency in operation of Word Processor in Windows and Linux in addition to M.S.Office, M.S.Word, Wordstar-7 and Open Office Org. obtained from any of the following Institutes :-

- (a) University established under the Maharashtra Universities Act, 1994.
- (b) Goa/Maharashtra State Board of Technical Education
- (c) NIC (d) DOEACC (e) APTECH (f) NIIT
- (g) C-DAC (h) DATAPRO (i) SSI (j) BOSTON
- (k) CEDIT (l) MS-CIT

or any other equivalent certificate issued by a recognized institute prescribed in the Government Resolutions published from time to time.

[B] A candidate needs to take a note that, no candidate shall be eligible for appointment -

- (1) if he/she is not a citizen of India; or
- (2) if he/she is not competent to enter into a contract; or
- (3) if he/she has been convicted for an offence involving moral turpitude or is or has been permanently debarred or disqualified by the High Court or UPSC or any State Service Commission, as the case may be, from appearing in any examination or selection process conducted by it; or
- (4) if he/she has been convicted by any Criminal Court or there is a criminal prosecution pending against him/her; or
- (5) if he is a man who has more than one wife living and if a woman who has married to a man who is already having another wife; or

- (6) if he/she has more than two children, born after 28/03/2006.

[C] Shortlist :-

The Selection Committee, Bombay High Court, Bench at Aurangabad, reserves the right to adopt an appropriate method or methods for shortlisting the candidates, at any stage of the Selection Process.

[D] Tests :-

(1) The candidates shall be selected on merit, which is to be decided on the basis of performance in the Shorthand Dictation Test, the Typing Test and the Viva-voce. The Shorthand and Typing Tests will be of 40 marks, each and the Viva-voce will be of 20 marks. Minimum passing marks for Shorthand Dictation Test and Typing Test will be 20, each. The Shorthand Transcription and Typing Test will be taken on Computer. The candidate passing the Shorthand Dictation Test will only be eligible for the Typing Test and on qualifying in the Typing Test, he/she will be eligible for the Viva-voce.

(2) The examination shall consist of the following three parts :-

PART – I (40 marks)

Dictation of two passages in English containing total 600 words for jotting down dictation in five minutes and transcription thereof in 35 minutes, for ascertaining speed and accuracy in Shorthand.

PART – II (40 marks)

A passage in English containing 500 words for typing in 10 minutes, for ascertaining the speed and accuracy in English Typing.

PART – III (20 marks)

The viva-voce.

[E] Instruction to the candidates

(1) The candidates will have to appear for the Shorthand Dictation Test, Typing Test and Viva-voce, as and when called for, at their own expenses. They shall also keep with them printout of an Admit

Card, along-with original photo-identity proof, such as, original Adhaar/PAN/Election Card/Driving Licence/Passport etc. while appearing for the said Tests and Viva-voce. The candidates shall note that, without production of a printout of an Admit Card, no one will be allowed to appear for the said Tests/Viva-voce.

(2) The time-table and venue of the Shorthand Dictation Test, the Typing Test and the Viva-voce of eligible candidates would be displayed on the official website of the Bombay High Court.

(3) The eligibility of a candidate, who is to be called for the Viva-voce/Interview, on the basis of marks obtained by him/her in the Shorthand Dictation Test and Typing Test, shall be finally decided after scrutiny of the applications, verification of original documents and testimonials produced at the time of the Viva-voce/Interview. After due scrutiny, only eligible candidates will be allowed to appear for the Viva-voce/Interview.

[F] Instructions regarding Online Application Form :-

(1) Applications will be scrutinized by Computerized programme. Therefore, the candidate should read full detailed advertisement for the posts of Personal Assistant to the Hon'ble Judge before filling up the Online application form. The Registry will not entertain any inquiry/grievance in that respect.

(2) The candidates shall have to submit their application online only in the prescribed format through the Bombay High Court website i.e. <https://bombayhighcourt.nic.in> within a period of 15 days from the date of publication of the advertisement i.e. from 28/02/2024 (10 a.m.) to 13/03/2024 till 5 p.m. For this purpose, they will have to pay a fee of Rs. 300/- (Plus transaction charges as would be levied by the bank) through a payment link of State Bank Collect before 4 p.m. on 13/03/2024. The aforesaid link for submitting online application will be disabled after 5 p.m. on 13/03/2024.

(3) Before commencing process to fill up online application, the candidate must have his/her latest passport size photograph and signature duly scanned in separate files in the .jpg/.jpeg format in such a manner that size of each file should not exceed 40 KB and shall upload the same at the relevant space shown in the Online Application Form.

(4) The candidates are advised to minutely go through the additional instructions mentioned for filling in the online form, as per the given advertisement which is available on <https://bombayhighcourt.nic.in> (by 5 pm on 13/03/2024).

(5) The Registration fee of Rs. 300/- should be paid by online mode only. The fees once paid shall not be refunded in any case. Mere payment of non-refundable fee by a candidate does not create any right in favour of the candidate to appear for the selection process.

(6) While filling up the information regarding educational qualification, candidate should mention his/her qualifications in following sequence :-

- (a) S. S. C.,
- (b) H. S. C.,
- (c) Graduation, and
- (d) Post Graduation, etc.

(7) The candidates should mention the marks obtained in the last year of Graduation in the column of 'Graduation' under the Head 'Details of Educational Qualification'.

(8) The candidates who have completed five years LL.B. Course should mention 'Graduate' in Course/Degree Column, LL. B. (three years) in 'Stream Column' and mention the marks of the 3rd Year LL.B. Such candidates should again mention 'Graduate' in Course/Degree Column, LL.B. (Five Years) in 'Stream Column' and mention the marks of the 5th Year LL. B.

(9) Some Universities have issued final year marksheets/certificates (i.e. Graduation, Law Graduation and Post Graduation) in the form of Grade/C.G.P.A./S.G.P.A. instead of percentage. In such a case, while filling up the form, the candidates should mention appropriate marks in the Column. The candidate should ensure correct marks/percentage of C.G.P.A./S.G.P.A. is calculated and entered in the form.

(10) Candidate should provide detail information about any Criminal case pending against him/her or disposed off. His candidature will be rejected at any stage, if real information is concealed. If such information is noticed by the administration, the candidate is liable to be terminated from the service without prior notice.

(11) The candidate should provide his/her correct postal address with Pin Code, e-mail ID and active Mobile Number on which correspondence will be made, if required.

(12) Candidate should note down Registration-ID Number which will be displayed after submitting of an application and thereafter take the printout of the application by clicking on 'Print application'.

(13) The candidate shall fill up online application carefully and submit the same by clicking on the box containing the words "I agree". Thereafter, he/she cannot change/alter/edit/modify the information furnished by him/her in the online application. The Registry will not entertain any inquiry/query/ grievance in that respect.

(14) The candidate shall take a printout of duly filled up online application. However, he/she should not send a printout of duly filled up online application or any original or attested copies of any or all documents/certificates at the stage of submitting application online and shall produce the same along with the originals thereof, as and when directed by this office.

(15) In case of submission of more than one online application form by a candidate, his/her last application alongwith fee would only be considered. No correspondence requesting to accept previous application(s) will be entertained by the office.

(16) The online application will not be considered for the advertised post, unless online payment is made towards application fee.

(17) The candidate who is already in Government Service shall have to take prior approval and obtain a 'No Objection Certificate' from the present employer, before applying to the advertised post by online application and produce the 'No Objection Certificate' at the time of verification of documents.

[G] Procedure for payment of fee :-

(1) The candidates are required to pay Registration fee Rs. 300/- through 'State Bank Collect' - online payment gateway facility only.

(2) The candidates are directed to follow the instructions given

on the official website of Bombay High Court as well as in the 'User Manual' for online payment through 'State Bank Collect' facility and make payment of fee before 4 pm on 13/03/2024.

(3) Only successful payment transaction shall be considered for the acceptance of an application of a candidate.

(4) High Court Registry does not take any responsibility of the rules/terms & conditions framed or as will be framed by 'State Bank of India' in respect of transaction charges, subsequent to issuance of the advertisement. So also, the Registry will not entertain any query/claim, in any form whatsoever, in respect of online payment made through 'State Bank Collect' facility. The Registry does not take any responsibility of security/claim/loss etc. while making payment.

(5) The candidates must note that the fee once paid will not be refunded in any circumstances, even in a case where fee for more than one application form is paid by a candidate.

[H] Documents/Testimonials required to be produced at the time of the Viva-voce :-

(1) The candidate who is eligible for the Viva-voce must submit to the office **self attested photocopies** of the following certificates/documents and produce originals thereof for verification, at the time of the Viva-voce :-

(a) A certificate of proof of Date of Birth (Birth Certificate issued by the Competent Authority or Board Certificate of the 10th Std.).

(b) Mark-sheets and passing certificates of educational qualification, such as, Matriculation, HSC, Graduation, Law Graduation and Post Graduation, etc. and those students having marksheets in form of Grade/C.G.P.A./S.G.P.A. shall provide marksheet to the aforesaid grade obtained from the School/Board/ University.

(c) A certificate issued by Government Board (G.C.C.) or I.T.I. for the speed of 120 w.p.m. or above in English Shorthand and 50 w.p.m. or above in English Typing. In the Shorthand certificate 120 w.p.m. or above should be clearly mentioned whereas, in typing certificate 50 w.p.m. or above should be clearly mentioned.

(d) A certificate of Computer proficiency issued by any reputed/recognized institutions, as mentioned in eligibility criteria.

(e) Experience Certificate, if any, issued by the employer containing his/her name, signature, date of issuance and seal of the office /institute.

(f) A Caste Certificate from such an authority, as prescribed by the Government, wherever applicable.

(g) A Domicile Certificate.

(h) In case of married female candidate, if she has changed her name after marriage, document regarding change of her name, such as a copy of Government Gazette/Marriage Certificate issued by the Competent Authority, etc.

(2) In addition to above, at the time of the Viva-voce, the candidates must submit following **original documents** :-

(a) A self declaration of small family in the prescribed format (in Original) given with the advertisement.

(b) Original Character Certificates speaking specifically about “character of the candidate”, issued by two respectable persons, whose names are mentioned in the application form, in the prescribed proforma given with the advertisement. The certificate should be issued on or after the date of publication of the advertisement, containing name, designation, full postal address and contact number of the issuer.

(c) A No Objection Certificate issued by the Government Office, where the candidate is already working and has applied with prior permission of the Head of Department (Original).

(3) Additional Documents :-

(a) Other essential documents in connection with the information provided in the online application form.

(b) Any other document, if asked by the Selection Committee.

[I] Select List and Wait List :-

(1) On the basis of performance of candidates in the Tests and Viva-voce, a Select List and Wait List of candidates for the above-said post will be prepared in the order of merit and the same will be published on the official website of the Bombay High Court in due course of time, after the selection process is over.

(2) The Select List and Wait List shall be valid for a period of two years from the date of its publication on the official website of the Bombay High Court and shall stand lapsed thereafter, unless the validity period thereof is extended by Honourable the Chief Justice.

(3) The Wait List shall be operated only for filling in the vacancies that may occur due to non-joining of any candidate/s from the Select List within the stipulated time or, where a Select List candidate joins the post but resigns, etc. within the period of validity of the said list. However, mere enlistment of name in the Wait List does not confer any right in favour of Wait Listed candidates to claim appointment for the post of Personal Assistant to the Hon'ble Judge.

(4) The appointment to the above-said post shall initially be on probation for a period of two years. During the period of probation and until a certificate about satisfactory completion of probation period is issued, services of the appointee shall be liable to be terminated, at any time, even without giving any notice or assigning any reason.

(5) The name of any candidate shall be removed from the Select/Wait List without any notice, if it is revealed that any information furnished by him/her in the Application Form is false/ incorrect/wrong/ misleading/concealing material fact.

(6) If a candidate on the Select/Wait List fails to join the duty within the period stated in the appointment order, his/her name will be struck off/removed from the Select/Wait List.

[J] Other Important Instructions :-

(1) The candidates are advised to take a note that, the work of Personal Assistant to the Hon'ble Judge includes taking dictation from the Honourable Judges in Court/Chamber/residence and include other

allied duties of a Stenographer. The incumbents are ordinarily required to work from 10.00 a.m. to 5.00 p.m. and even beyond these hours/on holidays in case of need and/or as per the directions of the Honourable Judges/Superior Officers. The candidates should bear this fact in mind while applying for the post.

(2) After appointment, the candidates will not be eligible to apply for transfer to any place before completion of five years service from the date of his/her appointment, in any circumstances.

(3) An application containing incomplete/incorrect information will be rejected. If any of the particulars furnished by a candidate is found to be false or incorrect, at any stage of selection process, the candidate will not be allowed to participate in the further selection process and if appointed, will be liable to be dismissed/terminated. The suppression of any material fact will be treated in same manner.

(4) A candidate trying to meet or bring pressure on any member of the Selection Committee, Officers/Employees working in High Court in respect of this selection process by himself or through anybody, he/she will be disqualified.

(5) The schedule of recruitment process is subject to change (even without any notice) on account of any requirement or unforeseen event/s beyond the control of the High Court Registry. Such a change or changes would be published on the official website of Bombay High Court from time to time and no individual intimation thereof will be given. The candidates must frequently visit the website to know the updates with regard to the selection process.

(6) No complaint/grievance of any candidate shall be entertained or heard by the Selection Committee in case of failure on his/her part to view/download/print the Admit Card within the stipulated time. A link to view/download/print the Admit Card will be provided on the official website of the Bombay High Court, in due course of time.

(7) The decision of the Selection Committee on any issue, as would be raised at any stage during the entire selection process by any candidate, shall be final and binding upon the candidate.

(8) The number of vacancies is tentative and subject to change(s) i.e. increase or decrease on account of any administrative reasons.

(9) The High Court reserves the right to cancel/restrict/enlarge/modify/alter the conditions/rules of advertisement, if needed, without issuing any notice.

Date : 26/02/2024

Sd/-
Registrar (Administration)
High Court of Bombay
Bench at Aurangabad

DECLARATION

I, Shri/Smt./Kum. _____ son/
daughter/wife of Shri _____ aged ____ years,
resident of _____
_____ do hereby declare as follows :-

1. I affirm that all the details filled up in the application are true and correct as per my knowledge. If any information is found to be false/incorrect, I will be liable to be disqualified from the process of selection and if selected/appointed, my services would be liable to be terminated without any notice.

2. I have _____ (Number) living children as on today. Out of which No. of children born after 28th March, 2005 is _____
(Mention date of birth, if any).

3. I am aware that, if total number of living children are more than two due to the children born after 28th March 2006, I am liable to be disqualified for the said post.

Place : _____

Signature : _____

Date : / /

Name: _____

Note: - The above Declaration should also be filled in by unmarried candidate stating 'not applicable' in respective places.

Character Certificate

Certified that, Shri/Smt/Kum _____
son/daughter/wife of Shri _____
R/o _____ is well known to me since
last _____ years. To the best of my knowledge and belief he/she bears good
moral character and has nothing adverse which debars his/her suitability for
Government job. He/she is not my relative.

Place : _____ Signature _____
Date : _____ Name _____
Address _____

Mobile No _____