ADVERTISEMENT
HIGH COURT OF JUDICATURE AT BOMBAY :
NAGPUR BENCH : NAGPUR

No. N. Estt. /2025/489, Date: 23/01/2025

Applications are invited Online from aspirant candidates, who fulfil below mentioned eligibility criteria and essential conditions on the date of publication of this advertisement, for preparing a Select List of 11 candidates (09 vacant posts and 02 expected vacancies in the next two years) and Wait List of 03 candidates for the post of **'Personal Assistant to the Hon'ble Judge'** on the establishment of High Court of Judicature at Bombay, Nagpur Bench, Nagpur, in the Pay Matrix of S-23: ₹ 67700 – 208700/- plus allowances admissible as per rules.

There shall be a reservation of 4% posts i.e. one post for 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 post 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 notification of the Bombay High Court.

(1) Eligibility Criteria and other essential conditions:-

A) Age Limit: -

Category	Minimum Age Limit	Maximum Age Limit
For General (open)	21 years	38 years
For Scheduled Castes, Scheduled Tribes or Other Backward Classes or Special Backward Class specified, for the time being by the Government of Maharashtra	21 years	43 years
For High Court / Government Employees, applying through a proper channel	21 years	Not applicable

B) <u>Educational Qualification</u>: - The Candidate shall:-

(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 a Stenographer (Higher Grade) for not less than 08 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 Degree in Law;

(ii) have passed the Government Commercial Certificate Examination or examination conducted by Government Board or Government Certificate in Computer Typing Basic Course (GCC-TBC) or I.T.I. for speed of 120 w.p.m. or above in English Shorthand and 50 w.p.m. in English Typing;

(iii) possess a Computer Certificate about proficiency in the operation of Word Processor in Windows and Linux, in addition to M.S. Office, M.S. Word, Wordstar7 and Open Office Org. obtained from any of the following Institutes:

a) Universities 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

m) Certificate or Qualification regarding Computer knowledge specified in Government Resolutions dated 04/02/2013, 08/01/2018 and 16/07/2018 issued by Information Technology (GAD) Department of Government of Maharashtra.

C) No candidate shall be eligible for appointment: -

i) if he/she is not a citizen of India; or

ii) if he/she is not competent to enter into a contract; or

iii) if he/she has been convicted by a criminal court or have a criminal case pending against him/her; or

iv) if he/she has been convicted for offense involving moral turpitude or is or has been permanently debarred or disqualified by the High Court or UPSC or any State Public Service Commission, as the case may be, from appearing in any examination or selection process conducted by it; or

v) if he is a man who has more than one wife living, and if a woman, if she has married to a man who is already having another wife; or

vi) if he/she has more than two children, born after 28/03/2006, vide Maharashtra Civil Services (Declaration of Small Family) Rules, 2005.

D) Those candidates who are presently under Court/Government service shall take prior permission and obtain a No Objection Certificate from their present office. Such candidates shall produce the said Certificate as and when directed by the Registry at Nagpur Bench.

E) After appointment the selected candidate will not be eligible to apply for transfer to any other place before completion of 05 years of service from the date of his/her appointment, in any circumstance.

(2) <u>Shortlisting of Candidates</u>:-

The High Court reserves the right to adopt an appropriate method/methods for the shortlisting of the candidate. The list of shortlisted candidates shall be displayed on the official website of the Bombay High Court. It is clarified that merely satisfying the eligibility criterion or acceptance of Application Form, does not entitle the candidate to be called for the tests.

(3) Instructions for Online Application form :-

i) The candidates are advised to minutely go through all the instructions and detailed advertisement before filling out the Online application form.

ii) The candidate shall submit the application online only in the prescribed format through the High Court website i.e. https://bombayhighcourt.nic.in for which link shall **open at 11.00 a.m. on 24/01/2025 and close at 05.00 p.m. on 07/02/2025**, after which the link shall be disabled.

iii) Before commencing to fill out the rest of the online application form, the candidates shall pay a registration fee of ₹ 300/- (Rupees Three Hundred only) by clicking on the link provided, through "SBI Collect" an online gateway facility and get an alphanumeric reference number which shall be filled up in fee details / SBI Collect Reference No. in the Online application.

iv) Candidates are firstly required to select the post for which they are applying i.e. 'Personal Assistant' from the Post Drop Box of the online application.

v) The candidate should give his/her correct detailed address with PIN code for correspondence.

vi) The candidate should provide the correct e-mail address and his/her mobile number on which correspondence will be made, if any.

vii) Married candidates should fill correct information in the respective column.

viii) The candidates, who are not domicile of Maharashtra State, shall mention the name of the State or Union Territory, of their domicile in the adjacent row.

ix) While filling out the information regarding educational qualification, the candidate should mention his/her qualification in the following sequence: -

a) S.S.C.,
b) H.S.C.,
c) Graduation,
d) Post graduation

x) The candidates are required to furnish “Total Marks Obtained” and “out of total marks” of graduation.

- “Total Marks Obtained” means total of marks obtained in all the years/semesters.
- “out of total marks” means total of out of total marks of all the years/semesters.

xi) Where the candidates mark sheet mentions grades such as C.G.P.A. (Cumulative Grade Point Average) or S.G.P.A. (Semester Grade Point Average), candidates are required to provide the corresponding “Total Marks Obtained” and “out of total marks”, which accurately correspond to the grades mentioned.

xii) Before commencing the process of filling up the 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 the size of each file should not exceed 40 KB and shall attach the same at the appropriate places shown in the online application form.

xiii) The candidate shall ensure that the form is properly filled, before submitting the same by clicking on the box containing the words ‘I Agree’. The information cannot be changed after such submission and any inquiry/query/grievance in this regard shall not be entertained.

xiv) The candidate shall note down the Registration number which will be displayed after submitting of an application and thereafter take a printout of the duly

filled in application form from the tab 'Print Application'. The printout or any original or attested copies of the documents/certificates need not be sent to the Registry at the stage of submitting online application. The said printouts and copies of documents shall be produced by the candidates when called upon to do so.

(4) Procedure for online fee payment :-

a) A candidate is required to pay a Registration fee of ₹ 300/- (Rupees Three Hundred only) through **SBI-Collect**- an online payment gateway facility, only. For this, they are firstly required to select the post i.e Personal Assistant from the Payment Category Box of the SBI Collect.

b) The candidates are directed to follow instructions given in the 'User Manual'. Additional charges, if any, levied by the said bank shall be payable by the candidates.

c) The candidates shall note that the application will not be considered unless the fee is successfully paid in full. The fee or its part is non-refundable under any circumstances. Mere online payment of the non-refundable fee does not create the candidate any right to appear for tests. The candidate must ensure that the online payment is successful and properly processed as a pre-condition for consideration of the application. It is the responsibility of the candidate's to verify that the payment has been successfully made before submitting the application.

d) The High Court Registry shall not be held responsible for the rules, terms, or conditions framed or to be framed by the 'SBI Collect' platform. The Registry will not entertain any inquiries, claims, or grievances in any form regarding payments made through the 'SBI Collect' facility. The Registry assumes no responsibility for the security of transactions, claims, or losses incurred while making payments through the 'SBI Collect' platform. Candidates are advised to exercise due caution and ensure that all payment details are accurate and secure during the transaction process.

(5) Scheme of Examination:-

i) Tests:

Sr. No.	Scheme of Examination	Duration
1	Shorthand dictation (English) test at the speed of 120 words per minute Two passages containing total words- 600. Total time for transcription of the passages on Computer - 35 minutes (Maximum marks-40) (Minimum passing marks -20)	05 minutes
2.	Typing Speed (English) test on Computer at the speed of 50 words per minute Passage containing total words -500 (Maximum marks 40) (Minimum passing marks -20)	10 minutes
3.	Viva-voce (Maximum marks -20)	

ii) The candidates passing the Shorthand dictation test will be called for the Typing Test and candidates passing the Typing test will be called for Viva-voce.

iii) The candidate shall generate/download an Admit Card and get it printed from the link which shall be provided in due course on the Bombay High Court website.

iv) The timetable, venue of the Shorthand test, Typing test, Viva-voce and the results of the recruitment process at all stages shall be displayed on the official website of the Bombay High Court i.e. http://bombayhighcourt.nic.in. No personal communication shall be made.

(6) Verification of Documents:-

(A) The candidates, who are likely to be called for Viva-voce, shall submit to the office, self-attested photocopies of the following documents/certificates and produce originals thereof for verification, at the time of Viva-voce: -

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

b) Mark sheets and passing certificates of all educational qualifications as mentioned in their online application, such as SSC, HSC, Graduation, Law Graduation, Post-Graduation, etc**.** Where the mark sheet reflects grades like C.G.P.A./S.G.P.A. instead of marks, candidates are required to provide a documentary proof issued by the respective Institution/Board/University/College certifying the accurate conversion of grades into marks.

c) Certificate issued by the Government Board (GCC-TBC) 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.

d) A certificate of computer proficiency issued by any recognized institution, as mentioned in the eligibility criteria.

e) Experience Certificate, if any, issued by the employer mentioning his/her name, signature, date of issuance and Seal of the institution/office.

f) Caste certificate from such authority, as prescribed by the Government, wherever applicable.

g) A Domicile Certificate.

h) Where the Candidate's name is changed, a copy of the Government Gazette/Marriage Certificate issued by the Competent Authority.

(B) The following documents shall be in Original:-

a) A self-declaration regarding a small family in the prescribed format **(Form 'A').**

b) Character certificates issued by two respectable persons reflecting about character of the candidate in the prescribed proforma, given with advertisement. The character certificates should be issued on or after the date of publication of the advertisement **(Form 'B')**

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

(C) Additional Documents:-

a) Any other document to support the information provided in the online application.

b) Any other documents, if asked by the Registry.

D) Candidate's Responsibility:-

It is the responsibility of candidate's to ensure that all the documents are authentic and meet the requirements. Discrepancies or failure to provide the required documents shall result in rejection of the candidature.

(7) Select List and Wait List

a) On the basis of the performance of candidates in 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.

b) The Select List and Wait List shall be valid for a period of two years from the date of its publication and shall stand lapsed thereafter unless the validity period is extended by the Honourable the Chief Justice.

c) The Wait List shall be operated only for the occurrence of vacancy caused by non-joining of the candidate from the Select List within the stipulated time allowed 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.

d) Appointed candidates shall be initially kept on probation for a period of 02 years. During the period of probation and until a certificate about satisfactory completion of the probation period is issued, the services of the appointee shall be liable to be terminated, at any time, without giving any notice or assigning any reason.

e) The name of the candidate shall be removed from the Select List / Wait List without any notice if it is revealed that any information supplied by such candidate in the Application Form is false/incorrect/wrong.

f) If a candidate on the Select List / 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 List/Wait List.

(8) Other Important Instructions:

i) The candidates applying should ensure that they fulfil the prescribed eligibility and essential conditions on the date of publication of this Advertisement. Their admittance to Tests will be purely provisional and subject to the verification of the certificates/documents from the Original produced at the time of Viva-voce.

ii) The candidates will have to appear for the Tests and Viva-voce as and when called for, at their own expense. They shall keep with them a printout of Admit Card along with original ID proof like Aadhar Card/PAN/ Election Identity Card/Driving licence/Passport etc., while appearing for the Tests and Viva-voce.

iii) The candidate shall ensure that the Application form is properly filled. The Application missing necessary particulars shall be summarily rejected. If any particulars furnished by a candidate is found to be false or incorrect or it is found that the candidate does not fulfil any of the eligibility conditions, at any stage of the selection process, his/her candidature shall be rejected and such candidate shall be debarred from the recruitment process without any notice and if appointed, will be liable to be dismissed/terminated. The suppression of any material fact will be similarly treated.

iv) 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 Viva-voce/Interview. After due scrutiny, only eligible candidates will be allowed to appear for the Viva-voce.

v) The candidates are advised to regularly visit the Bombay High Court website for updates of information about the recruitment process or change of schedule of the recruitment process on account of any unforeseen event/s, beyond the control of the office. The High Court shall not be responsible for missing or non-receipt of any information on account of his/her failure to check the official website from time to time.

vi) In case a candidate submits more than one application form, he/she must note that the application last submitted will only be entertained. No correspondence requesting to accept previous application(s) will be entertained.

vii) Candidates must note that the fee once paid will not be refunded in any circumstances even in cases where a fee for more than one application form has been paid by the candidate.

viii) Candidates attempting to influence directly or indirectly shall be disqualified.

ix) The decision of the Selection Committee on any issue that would be raised at any stage shall be final in this selection process.

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

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

Sd/-
Registrar (Administration)
High Court of Bombay,
Nagpur Bench, Nagpur

Place : Nagpur.
Date : 23/01/2025

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FORM – A

D E C L A R A T I O N

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 number of children born after 28th March, 2005 is _____(mention dates 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.

4. I declare that no criminal case is pending against me. I have never been convicted by any Court. I am not facing any disciplinary enquiry.

Place :

Date :- Signature and Name of applicant

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

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FORM – B

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 : _____

Designation : _____

Address : _____

_____

_____

Mobile No. : _____