

: ADVERTISEMENT :

HIGH COURT OF JUDICATURE AT BOMBAY

Applications are invited online from the eligible candidates for the preparation of Select List for the posts of Personal Assistant in the High Court of Judicature at Bombay and its Benches at Nagpur & Aurangabad.

Personal Assistant

High Court of Judicature at Bombay :

Number of posts – Select List of 73 candidates.

High Court Bench at Nagpur :

Number of posts – Select List of 29 candidates.

High Court Bench at Aurangabad :

Number of posts – Select List of 33 candidates.

Pay Band – Rs. 15600-39100 plus Grade Pay Rs.5400/- and other allowances as admissible under the rules.

Eligibility:- The candidate must :

- (i) not be less than 21 years and more than 38 years of age on the date of publication of this advertisement. The maximum age limit shall not be applicable to the High Court/Government Employees. Further, the age limit shall be relaxed by **five years** in case of candidates belonging to Scheduled Castes, Scheduled Tribes or Other Backward Classes or Special Backward Class specified for the time being by the Government of Maharashtra.
- (ii) possess University Degree. Preference will be given to the candidates possessing Degree in Law. However, this condition may be relaxed if the candidate has a total of (i) not less than 10 years experience as Lower Grade Stenographer or (ii) not less than 8 years experience as Higher Grade Stenographer or (iii) not less than 10 years experience inclusive of the service as Lower Grade and Higher Grade Stenographer in the High Court or in any other Court or Tribunal or in the office of Advocate General or Government Pleader.

.2/-

- (iii) possess 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. in English Typing.
- (iv) possess 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 :
- Universities established under the Maharashtra Universities Act, 1994.
 - Goa/Maharashtra State Board of Technical Education
 - NIC
 - DOEACC
 - APTECH
 - NIIT
 - C-DAC
 - DATAPRO
 - SSI
 - BOSTON
 - CEDIT
 - MS-CIT

Conditions :-

The candidate has to select only one station i.e. either Bombay or Nagpur or Aurangabad, for selection and appointment and the candidates should not change the station once selected. After appointment the candidate will not be eligible to apply for transfer to any place before completion of 5 years service from the date of his/her appointment, in any circumstances.

Instructions to the candidates :-

- The candidate shall submit the application online only in the prescribed format through the website i.e. <http://bhc.mahaonline.gov.in> within 15 days from the date of publication of advertisement in newspaper, after which the link will be disabled.
- Before starting filling in online application, 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 file size should not exceed 40KB each and shall attach the same at the appropriate places shown in the online application form.
- Eligible candidate as per the detailed advertisement can apply from ~~22-12-2016~~ to ~~6-1-2017~~ on <https://bhc.mahaonline.gov.in>
- Procedure for filling in the form as per the given advertisement is available on <https://bhc.mahaonline.gov.in>
- The online application will not be considered for the advertised post unless online payment or challan payment is made towards application fees.

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6. The fees of Rs. 300/- should be paid either by online or by challan. The fees shall be non-refundable.
7. **Procedure for online payment**
 - a. Click on “my account” tab on top left.
 - b. Click on “my account” select “ my application” and then select “direct recruitment”.
 - c. For making online payment two options are available.
 - 1) Pay online
 - 2) Pay by challan
 - d. Under option “ pay online” payment can be made through credit card , debit card, and net banking.
 - e. For option “pay by challan” a candidate need to take print of challan and pay the fees through any branch of **State Bank of India**.
 - f. A Candidate should pay by challan after two hours of submitting the application online and in any case on or before the last date of payment by challan.
8. The candidate should not enclose copies of the certificates / documents at the stage of submitting application online.
9. Candidate, who is likely to be called for viva-voce, must submit to the Registrar [Personnel], High Court, Appellate Side, Bombay, attested copies of the following certificates and produce originals thereof for verification, at the time of viva-voce :-
 - a) Certificate or proof of date of birth (Leaving/ Birth Certificate/Board Certificate of SSC).
 - b) The mark sheets and passing certificates of Matriculation, Graduation, Post Graduation, Law Graduation, proficiency in Shorthand and Typing (both in English).
 - c) 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. in English Typing.
 - d) Certificate issued by reputed Institutions mentioned above showing proficiency in use of a Word Processor like M.S. Word, Wordstar or Lunix etc.
 - e) Experience Certificate, if any.
 - f) Caste certificate from such authority as may be prescribed by the Government, wherever applicable.

....4/-

- g) Domicile Certificate in case of candidates from State of Maharashtra.
- h) **Original** Character certificates speaking specifically about character of the candidate issued by two respectable persons, with their name, designation and full postal address. (issued on or after date of publication of the advertisement).
- i) No Objection Certificate issued by the Government Office where the candidate is already working and has applied with prior approval of Head of the Department.
11. The candidates will have to appear for tests and viva-voce as and when called for, at their own expenses.
12. The time-table and venue for Shorthand Dictation Test, Typing Test and Viva-voce of the candidates who make themselves eligible would be displayed on the official website of the High Court. Candidates can download their call letters for Shorthand Dictation Test, Typing Test and Viva-voce from their respective profile.
13. Shorthand Dictation Test and Typing Test of the eligible candidates shall be conducted on same day. However, the Typing Test papers will be examined only of the candidates who passes the Shorthand Dictation Test.
14. The eligibility of the candidate, who is to be called for viva-voce /Interview in view of the marks obtained by him/her in the Shorthand Dictation Test and Typing Test, shall be finally decided after scrutiny of the applications, verifications of documents and testimonials produced at the time of viva-voce/Interview. Only eligible candidates will be allowed to appear for viva-voce/Interview.
15. The schedule of recruitment process is subject to change on account of any unforeseen events beyond the control of the Registry. Such change would be published on the official web site of the High Court from time to time.
16. No complaint/grievance of the candidate shall be entertained or heard by the High Court in case of their failure to see the call letter on their **email account** within stipulated time.
17. The detailed advertisement is available on the website of the High Court i. e. <http://bombayhighcourt.nic.in>

...5/-

Other Instructions:-

- (a) On the basis of performance of the candidates in the tests, a Select List of the candidates for the abovesaid post will be prepared in order of merit and the same will be published on the official website of the High Court of Judicature at Bombay, after the selection process is over.
- (b) The Select List so prepared and approved shall be valid for a period of two years from the date of its publication on the official website of the High Court and shall stand lapsed thereafter unless its period is extended by the Honourable the Chief Justice at the appropriate time.
- (c) The appointments to the abovesaid post shall initially be on probation for a period of two years. During the period of probation and until certificate about satisfactory completion of probation period is issued, the services of the appointee shall be liable to be terminated at any time without any notice and without assigning any reason.
- (d) The name of the candidate shall liable to be removed from the Select List without any notice, if it is revealed that any information supplied by such candidate in the Application Form is incorrect/false.
- (e) If a candidate on the Select List fails to join duties within the period stated in the letter of appointment, his/her name will be removed from the Select List.
- (f) Candidates attempting to influence directly or indirectly shall be disqualified.
- (g) The decision of the Selection Committee shall be final subject to approval by the Honourable the Chief Justice of High Court of Judicature at Bombay.
- (h) **High Court reserves the right to adopt appropriate method for shortlisting the candidates at any stage.**

OTHER INFORMATION TO THE CANDIDATES:-

- (a) Work of Personal Assistant includes taking dictation from the Honourable Judges in Court matters and other duties of a Stenographer. The incumbents are ordinarily required to work from 10.30 a.m. to 5.30 p.m. and even beyond these hours in case of exigency and as per the directions of the Honourable Judges.

.....6/-

(b) Candidate shall be selected on the basis of examination in Shorthand, Typing and Viva-Voce. The shorthand and typing tests will be of 40 marks each and viva-voce will be of 20 marks. Minimum passing marks both for Shorthand Test and Typing Tests will be 20 each. The Shorthand Transcription and Typing Test will be taken on Computer. If he/she passes the Shorthand Dictation Test, he/she will be eligible for evaluation of papers of Typing Test. If he/she passes the Typing Test, he/she will be eligible for Viva-Voce.

The examination shall consist of the following three parts :-

PART - I

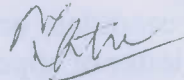
Dictation of two passages in English containing total 600 words for transcription to ascertain the speed in Shorthand.

PART - II

A passage in English containing 500 words for typing to ascertain the speed in

Viva-Voce.

PART - III



Registrar General,

High Court of Judicature at Bombay.

16th December, 2016

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OTHER INFORMATION TO THE CANDIDATES:-