

**:: ADVERTISEMENT ::**

**HIGH COURT OF JUDICATURE AT BOMBAY  
PRINCIPAL SEAT AT BOMBAY**

The Online Applications are invited from eligible candidates, who fulfill the eligibility criteria, on the date of publication of this advertisement, for preparation of Select List of 27 candidates and Wait List of 07 candidates, for the post of Personal Assistant to the Hon'ble Judge on the establishment of High Court of Judicature of Bombay, Principal Seat at Bombay, having validity period of 02 years. Details of the post are mentioned below :-

Name of the Post	Total vacant post		4% Post reserved for persons with disability	Total No. Posts		Pay Matrix
	Appellate Side	Original Side		Select List	Wait List	
Personal Assistant to the Hon'ble Judge	21	07	01	27	07	S-23 : Rs.67700-208700 Plus Allowances, as admissible as per the Rules
	28		[The reserved post will be filled in near future by the Notification of the High Court which will be issued in due course.]			

The candidates will have to appear for Shorthand Dictation Test, Typing Test and Viva-voce as and when called for at their own expenses. The High Court of Judicature at Bombay, Principal Seat at Bombay reserves the right to adopt an appropriate method or methods for appointment and Shortlisting of the candidates at any stage of the selection process.

## **1. Eligibility Criteria**

[A] **Age limit :-** On the date of publication of Advertisement 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. The maximum age limit shall not be applicable to the High Court/Government Employees, applying through a proper channel.

### **[B] Qualification :-**

- (a) must possess a University Degree. However, this condition may be relaxed, if the candidate is working as a Stenographer (Lower Grade) for not less than 10 years or Stenographer (Higher Grade) for not less than 8 years in the High Court or in any other Court or Tribunal or in the office of Advocate General or Government Pleader, preference being given to candidates possessing a Degree in Law;
- (b) must have passed 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; and
- (c) must 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 :-
  - (i) University established under the Maharashtra Universities Act, 1994.

(ii) Goa/Maharashtra State Board of Technical Education

(iii) NIC            (iv) DOEACC        (v) APTECH    (vi) NIIT  
(vii) C-DAC        (viii) DATAPRO    (ix) SSI        (x) BOSTON  
(xi) CEDIT        (xii) MS-CIT

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

2. No person shall be eligible for appointment to the service by Direct Recruitment subject to the following conditions :-

- i) his/her Character and antecedents are good.
- ii) there is no Criminal Complaint pending against him/her or he/she has not been Convicted by Criminal Court.
- iii) 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;
- iv) if he/she has more than two children, born after 28/03/2006.

3. INSTRUCTIONS REGARDING ONLINE APPLICATION FORM :-

- (i) 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.
- (ii) Before filling up rest of the details in Online Application, the candidate must pay Registration Fee **Rs.300/-** through "**SBI Collect**" an online payment gateway facility and get an alphanumeric reference number which shall be filled up in fee details/ SBI Collect Reference No. in Online Application.
- (iii) Candidate should give his/her correct detailed address with Pin Code for correspondence.

- (iv) Candidate should provide correct E-mail ID and his/her own registered Mobile number on which correspondence will be made, if any.
- (v) Married candidate should fill correct information in the respective column. If married candidate doesn't have children should fill '0' (Zero) in respective column.
- (vi) While filling up the information regarding educational qualification, candidate should mention his/her qualification in following sequence :-
  - a) S.S.C.,
  - b) H.S.C.,
  - c) Graduation,
  - d) Post Graduation
- a] Candidates should mention the marks obtained in the last year of Graduation in column of Graduation under the head Details of Educational Qualification.
- b] Candidates who have completed 5 years LL.B. Course should mention 'Graduate' in Course/Degree column, LL.B. (3 yrs) in Stream column and mention the marks of Third Year LL.B. Such candidates should again mention 'Graduate' in Course/Degree column, LL.B.(5 yrs) in Stream column and mention the marks of Fifth Year LL.B./B.L.S.
- c] Some Universities have issued final year mark sheets/certificates (i.e. Graduation, Post Graduation and Law Graduation) in the form of Grade/C.G.P.A./S.G.P.A. instead of percentage. In this case, while filling up the form, the candidates should mention appropriate percentage of marks in the column of percentage which was received from the concerned School Board/ H.S.C. Board/ University.
- (vii) 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 hidden. If such information is noticed by the administration, the candidate is liable to be terminated from the service without prior notice.
- (viii) Before submitting application candidate should ensure that he has filled up application correctly. After clicking 'Declaration' column, candidate should click on 'Submit' button.

- (ix) Candidate should note down Registration Number which will be displayed after submitting of an application and thereafter take out the printout of the application by choosing option 'Select'.
- (x) In case of submission of more than one online application by a candidate, his/her last application alongwith fees would only be considered.
- (xi) 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 in newspaper, after which the link will be disabled.
- (xii) Eligible candidate as per the detailed advertisement can apply from 12/10/2023 to 26/10/2023 on <https://bombayhighcourt.nic.in>. **The link shall open at 11.00 a.m. on 12/10/2023 and shall close at 5.00 p.m. on 26/10/2023.**
- (xiii) 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 appropriate places shown in the Online Application.
- (xiv) Procedure for filling up form as per the given advertisement is available on <https://bombayhighcourt.nic.in>.
- (xv) The candidate shall fill up online application carefully and submit the same by pressing "I Agree" button. Thereafter, he/she cannot change/alter/edit/modify the information submitted by him/her in the online application. The Registry will not entertain any inquiry/grievance in that respect.
- (xvi) The candidate shall take printout of duly filled up online application. The candidate should not send a printout of duly filled up online application or any original or attested copies of the documents/ certificates at the stage of submitting application online. The candidate shall produce the said printouts and copies of documents as and when directed by this office.

- (xvii) The candidates who are already in Government Service shall to take prior approval and obtained '**No Objection Certificate**' from the present employer, for applying to the post of Personal Assistant to the Hon'ble Judge on this establishment and produce the same at the time of verification of documents.
- (xviii) The online application will not be considered for the advertised post, unless online payment is made towards application fee.
- (xix) The Registration fee of Rs.300/- should be paid by online mode only. The fees shall not be refunded in any case. Mere payment of non-refundable fees by a candidate does not create any right in favour of the candidate to appear for the Selection Process.

**4. Procedure for online fee payment :-**

- (a) A candidate is required to pay Registration fees of **Rs.300/- through 'SBI Collect'** – an online payment gateway facility, only.
- (b) 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 fees before 05.00 p.m. on 26/10/2023.
- (c) Only successful payment transaction shall be considered for the acceptance of an application.
- (d) High Court Registry does not take any responsibility of the rules/terms & conditions framed or will be framed by '**SBI Collect**'. So also the Registry will not entertain any inquiry/claim in any form whatsoever in respect of payment through '**SBI Collecting**' facility. The Registry does not take any responsibility of security/claim etc. while making payment.

**5. Candidate who is likely be to be called for Viva-voce, must submit to the Registrar (Personnel), High Court, Appellate Side, Bombay, attested copies of the following certificates and originals thereof, at the time of Viva-voce.**

- (a) Certificate of proof of Date of Birth (Birth Certificate issued by the Competent Authority or Board Certificate of 10<sup>th</sup> Std.).

- (b) Mark-sheets and passing certificates of educational qualification, such as, Matriculation, HSC, Graduation, Law Graduation and Post Graduation, if any, 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) Certificate issued by 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) Certificate of computer proficiency issued by reputed institution 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) Caste Certificate, from such an authority, as prescribed by the Government, wherever applicable.
- (g) A Domicile Certificate.
- (h) A declaration of small family in the prescribed format **(Form 'A')**.
- (i) Original Character Certificates issued by two respectable persons with their name, designation and full postal address, issued on or after date of publication of the advertisement, certifying that the candidate are known to the person for a period of minimum five years and he/she bears good moral character in the proforma given with this advertisement **(Form 'B')**.
- (j) No Objection Certificate issued by the Government Office, where the candidate is already working and has applied with prior permission / approval of Head of the Department.
- (k) 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.
- (l) Other essential documents in connection with the information provided in the online application form.
- (m) Any other documents, if asked by the Registry.

6. **Shortlist :-**

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

7. **TEST :-**

- a) The candidates shall be selected on merit, which is to be decided on the basis of performance in the Shorthand 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 Test and Typing Test will be 20 marks 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.

- b) 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 of 20 marks will be conducted.



8. **INSTRUCTIONS TO THE CANDIDATE :-**

- (i) The candidates will have to appear for the said Tests 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.
- (ii) 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 i.e. <https://bombayhighcourt.nic.in>. The candidates can download their Admit Card/s for the Shorthand Dictation Test, the Typing Test and the Viva-voce from their individual profile.
- (iii) 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.
- (iv) 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 <https://bombayhighcourt.nic.in> 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.
- (v) 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 has been provided on the official website of the Bombay High Court.

9.

**Select List and Wait List :-**

- (i) 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.
- (ii) The Select List and Wait List shall be valid for a period of two years from the date of its publication. The list shall stand lapsed thereafter, unless period is extended by the Honourable the Chief Justice.
- (iii) 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.
- (iv) The Wait List shall be operated only for occurrence of vacancy caused by non-joining of the candidate from the Select List within the stipulated time allowed for joining the post or, where a Select List candidate joins the post but resigns, etc. within the period of one year from the date of joining, if a fresh Select List is not available by that time. 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 Judges.
- (v) An appointment 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, services of the appointee shall be liable to be terminated, at any time, without giving any notice or assigning any reason.
- (vi) The name of any candidate shall be removed from the Select/Wait List without any notice, if it is revealed that any information supplied by him/her in the Application form is false/incorrect/wrong.
- (vii) The selection/appointments will be made strictly in the order of merit on the basis of the marks secured by the candidates in the Shorthand Dictation Test, Typing Test and Viva-voce.

**10. OTHER IMPORTANT INSTRUCTIONS :-**

- (i) 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.
- (ii) After appointment, the candidates will not be eligible to apply for transfer to any place before completion of Two years service from the date of his/her appointment, in any circumstances.
- (iii) 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.
- (iv) 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.
- (v) The Select List so approved shall be valid for a period of two years from the date of its publication. The list shall stand lapsed thereafter, unless period is extended by the Hon'ble the Chief Justice.
- (vi) The Wait List so approved shall be valid for a period of two years from the date of its publication or till publication of fresh Select/Wait List for the Post of Personal Assistant to the High Court Judge, whichever occurs earlier.
- (vii) The schedule of recruitment process is subject to change on account of any unforeseen event/s, beyond the control of the office. Such change would be published on the official website of the High Court from time to time.

- (viii) No complaint/grievance shall be entertained or heard by the High Court, in case of absence of candidates for the tests or Viva-voce, etc. on scheduled date and time on account of belated receipt of intimation regarding any change so notified or on any other count.
- (ix) 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.
- (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 High Court reserves the right to cancel/restrict/enlarge/modify/alter the conditions/rules of advertisement, if needed, without issuing any notice.

**By Order**

**Sd/-**

**Registrar General**

**High Court of Judicature at Bombay**

**Date : 05/10/2023**

**FORM – A**

**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 28<sup>th</sup> March, 2005 is \_\_\_ (Mention date of birth, if any).

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

Place : \_\_\_\_\_

Signature : \_\_\_\_\_

Date :        /        /2023

Name : \_\_\_\_\_

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

**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 \_\_\_\_\_  
Address \_\_\_\_\_  
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\_\_\_\_\_  
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Mobile No \_\_\_\_\_

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