

: A D V E R T I S E M E N T :

HIGH COURT OF JUDICATURE AT BOMBAY

Applications are invited online from the candidates who fulfill eligibility criteria on the date of publication of this Advertisement for the preparation of Select List and Wait List for the posts of Personal Assistant in the High Court of Judicature at Bombay.

Personal Assistant

Number of posts – Select List of 13 candidates and
Wait List of 13 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 35 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 and Goa.
- (ii) possess University Degree. Preference will be given to the candidates possessing Degree in Law. However, this condition may be relaxed if the candidates 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.
- (iii) qualify Government Commercial Certificate Examination or 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 for making himself eligible for the post of Personal Assistant.
- (iv) possess Computer Certificate about proficiency in operation of word processors 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) Universities established under the Maharashtra Universities Act, 1994.
 - b) Goa/Maharashtra State Board of Technical Education
 - c) NIC g) C-DAC k) CEDIT
 - d) DOEACC h) DATAPRO l) MS-CIT
 - e) APTECH i) SSI
 - f) NIIT j) BOSTON

Instructions to the candidates :-

1. The candidate shall submit the application online only in the prescribed format through the High Court website i.e. **<http://bombayhighcourt.nic.in>** till **23rd March, 2015 upto 5.30 p.m.** after which the link will be disabled. The format of application and declaration are available for downloading. For the sake of convenience, the candidates are advised to keep ready duly filled in sample application and declaration, while submitting application and declaration online.
2. Before starting filling in online application, a 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 each file size should not exceed 40KB each and shall attach the same at the appropriate places shown in the online application form.
3. The fees in the sum of Rs.100/- should be paid only in the form of Postal Order issued in favour of “Registrar(Personnel), High Court, Appellate Side, Bombay”, payable at par at Bombay. Fees shall not be refunded in any case. The name and registration I.D. number of the candidate as appearing on the Application Form after submitting the application online, should invariably be mentioned in the space provided for the name and address of the candidate on the Postal Order. If the fees are paid other than the mode of Postal Order, candidature of the candidate will be rejected.
4. The candidate shall send the documents viz. [i] Application Form duly affixing uploaded passport size photograph and putting signature in the place provided thereto and [ii] Postal Order, by Registered Post A.D. / Speed Post to the Registrar, [Personnel], High Court, Appellate Side, Fort, Bombay – 400 032, so as to reach the same **on or before 30th March, 2015**. The candidates who are already in Government Service shall send the abovesaid documents through proper channel and that too, on or before the above date.
5. The candidate should not send any original or attested copies of the documents/ certificates at the stage of submitting application online.
6. 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 show originals thereof for verification, at the time of viva-voce :-
 - a) Certificate or proof of date of birth (Leaving/ Birth Certificate/ 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) A caste certificate from such authority as may be prescribed by the Government, wherever applicable.
 - g) Domicile Certificate in 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) Declaration of Small Family as appended to the format of the application form **Form "A" (Original)**.
7. The candidates will have to appear for tests and viva-voce in the office of the High Court of Judicature at Bombay, Fort, Bombay-32, as and when called for, at their own expenses.
8. The time-table 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. The call letters for Shorthand Dictation Test, Typing Test and Viva-voce will be sent only on e-mail address of each candidate. Acknowledgment thereof should be given by each candidate by return of e-mail only.
9. The Candidate should provide **correct e-mail address** on which call letter will be issued. If the Call letter is not delivered to the Candidate due to providing wrong e-mail address, the Registry will not be responsible for that.
10. In order to avoid inconvenience, Shorthand Dictation Test and Typing Test of the eligible candidates shall be conducted on same day. However, the Typing Test papers will be checked only of the candidates who have passed the Shorthand Dictation Test.
11. The eligibility of the candidate, who is to be/ called for viva-voce /Interview in view of the marks obtained by him 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.

12. The schedule of recruitment process is subject to change on account of any unforeseen events beyond the control of the office. Such change would be published on the official web site of the High Court from time to time.
13. 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.
14. The prescribed format of application is available on the website of the High Court i. e. **<http://bombayhighcourt.nic.in>**

Other Instructions:-

- (a) On the basis of performance of the candidates in the tests, the Select and Wait 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 and Wait 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 services of the selected candidates will be transferable and they may be appointed at the Principal seat of the High Court at Bombay or its Benches at Nagpur, Aurangabad and Panaji (Goa).
- (d) 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.
- (e) The name of the candidate shall liable to be removed from the Select and Wait List without any notice, if it is revealed that any information supplied by such candidate in the Application Form is incorrect.
- (f) If a candidate on the Select/Wait List fails to join duties within the period stated in the letter of appointment, his/her name will be liable to be removed from the Select List/Wait List.
- (g) Applications sent by ordinary post, hand delivery or courier shall be rejected.
- (h) Canvassing in any form shall disqualify the candidate.
- (i) 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.

- (j) 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.
- (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 for the post of Personal Assistant. 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 passed the Shorthand Dictation Test, he/she will be eligible for evaluation of papers of Typing Test. If he/she passed 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 for the post of Personal Assistant.

PART – II

A passage in English containing 500 words for typing to ascertain the speed in Typing for the post of Personal Assistant.

PART – III

Viva-Voce.

Sd/-

Registrar General,

High Court of Judicature at Bombay.

4th March, 2015.

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