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: ADVERTISEMENT :

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

No. ADM / ADVT / 01 / 2021, Dt. 18 / 02 / 2021

Applications are invited Online from the eligible aspirant candidates for preparation of a Select and Wait List of three candidates each for the posts of '**Stenographer (Higher Grade)**' and '**Stenographer (Lower Grade)**' on the establishment of High Court of Judicature at Bombay, Bench at Aurangabad. If any candidate is willing to apply for both posts, he/she should register two applications separately for the post of Stenographer (Higher Grade) and Stenographer (Lower Grade).

Description of Posts :-

I] Stenographer [Higher Grade]

1. Number of posts – Select List of three candidates and Wait List of three Candidates.
2. Pay Matrix & Level – S : 15 Rs. 41800 – 132300 and other allowances, as admissible, under the relevant rules.

II] Stenographer [Lower Grade]

1. Number of posts – Select List of three candidates and Wait List of three Candidates.
2. Pay Matrix & Level – S : 14 Rs. 38600 – 122800 and other allowances as admissible, under the relevant rules.

Eligibility :-

A candidate must 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, Other Backward Classes or Special Backward Class, as specified, for the time being, by the Government of Maharashtra.

Qualifications Required :-

[I] Stenographer [Higher Grade] :-

A candidate must –

- (i) Possess a University Degree. However, this condition may be relaxed, if a candidate is already working for not less than five years as a Lower Grade Stenographer in the High Court or in any other Court or Tribunal or in the office of Advocate General or Government Pleader. Preference will be given to a candidate possessing a Degree in Law.;
- (ii) Possess passing certificate from Government Commercial Certificate Examination or examination conducted by Government Board or I.T.I. for speed of 100 w.p.m. or above in English Shorthand and 40 w.p.m. in English Typing;
- (iii) Possess Computer Certificate about proficiency in 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

[II] Stenographer [Lower Grade] :-

A candidate must –

- (i) Possess a University Degree, preference will be given to a candidate possessing a Degree in Law. However, this condition may be relaxed, if a candidate is already having not less than three years experience as a Stenographer.
- (ii) Possess passing certificate from Government Commercial Certificate Examination or examination conducted by Government Board or I.T.I. for speed of 80 w.p.m. or above in English Shorthand and 40 w.p.m. in English Typing.
- (iii) Possess Computer Certificate about proficiency in 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

Tests :-

1. Candidates shall be selected on the basis of examination in Shorthand, Typing and Viva-voce.

[I] Stenographer (Higher Grade) :-

The examination shall consist of the following three parts :-

PART - I

Dictation of two passages in English containing total 500 words for transcription to ascertain the speed in Shorthand. [Maximum Marks : 40, Minimum passing marks : 24] [Duration : 05 minutes for dictation and 30 minutes for transcription]

PART - II

A passage in English containing 400 words for typing to ascertain the speed in Typing. [Maximum Marks : 40, Minimum passing marks : 20] [Duration : 10 minutes]

PART - III

Viva-Voce [20 marks]

[II] Stenographer [Lower Grade] :-

The examination shall consist of the following three parts :-

PART - I

Dictation of two passages in English containing total 400 words for transcription to ascertain the speed in Shorthand. [Maximum Marks : 40, Minimum passing marks : 20] [Duration : 05 minutes for dictation and 25 minutes for transcription]

PART - II

A passage in English containing 400 words for typing to ascertain the speed in Typing. [Maximum Marks : 40, Minimum passing marks : 20] [Duration : 10 minutes]

PART - III

Viva-Voce [20 marks]

2. The Shorthand Transcription & Typing Test will be taken on Computer.
3. The eligible candidates will have to appear for Shorthand Dictation Test, Typing Test and Viva-voce, as & when called for, at their own expenses.

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4. 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 and MahalT Ltd. Candidates can download their call letters for Shorthand Dictation Test, Typing Test and Viva-voce from their respective profile.
5. The candidates found eligible in Shorthand Dictation Test will only be called for Typing Test & candidates found eligible in Typing Test will only be called for Viva-voce.
6. The eligibility of a candidate, who is to be called for 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, 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.
7. The schedule of recruitment process is subject to change (even without any notice) on account of any unforeseen event/s beyond the control of the High Court. Such a change would be published on the official web site of the High Court and/or MahalT Ltd., from time to time.
8. No complaint/grievance of any candidate shall be entertained or heard by the High Court in case of their failure to see the call letter on their registered profile within stipulated time.
9. A candidate should provide **correct e-mail address** and own registered mobile number, on which correspondence will be made, if required.

Select List/Wait List :-

- (a) On the basis of performance of candidates in the tests & Viva-voce, a Select and Wait List of the candidates for the above said posts will be prepared in the 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, approved & published, 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 validity period is extended by the Honourable the Chief Justice.

- (c) The appointments to the above said 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 liable to be terminated at any time, even without any notice and without assigning any reason.
- (d) **The name of any candidate shall be removed from the Select and Wait List without any notice, if it is revealed that any information furnished by such a candidate in the Application Form is found incorrect/false at any time during the Selection Process or even after appointment.**
- (e) If a candidate on the Select and Wait List fails to join duties, within the period stated in the appointment order, his/her name will be deleted from the Select/Wait List.
- (f) The decision of the Selection Committee, subject to approval by the Honourable the Chief Justice of High Court of Judicature at Bombay, shall be final.
- (g) **High Court reserves the right to adopt an appropriate method/methods for shortlisting the candidates at any stage.**

Instructions to the candidates :-

1. Eligible candidate as per the detailed advertisement may apply **from 18/02/2021 to 05/03/2021** on <https://bhc.mahaonline.gov.in>.
2. Before 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 file size should not exceed 40KB each and shall attach the same at the appropriate places shown in the online application form.
3. Procedure for filling in the form, as per the given advertisement, is available on <https://bhc.mahaonline.gov.in>
4. The online application will not be considered for the advertised post, unless online payment is made towards application fees.
5. The non-refundable fees of Rs. 200/ should be paid by online mode.
6. **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) Payment should be done by online mode only.
 - (d) Under option "Pay Online" payment can be made through credit card, debit card, net banking and PayTM.

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7. While filling in the information regarding educational qualification, candidate should mention his/her qualification in the following sequence –

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

If candidate holding grades in his/her final mark-sheet, in that case, it is his/her responsibility to get grades converted into marks/percentage from the concerned and fill the same in the online form.

8. A candidate should not enclose copies of the certificates / documents at the stage of submitting application online.

9. A candidate, who is likely to be called for viva-voce, must submit to the Registrar [Administration], High Court of Bombay, Bench at Aurangabad, self 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 and Law Graduation, if any.
- c) Certificate issued by Government Board (G.C.C.) or I.T.I. for the speed of 100 w.p.m. and 80 w.p.m. or above in English Shorthand and 40 w.p.m. or above in English Typing.
- d) Certificate issued by reputed Institution mentioned in Clause (iii) 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 prescribed by the Government, wherever applicable.
- g) Domicile Certificate in the State of Maharashtra.
- h) **Original** Character certificates speaking specifically about "character" of the candidate, issued by two respectable persons, showing 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.

- j) Declaration of Small Family (In original).
- 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 Govt. Gazette/marriage certificate issued by the Competent Authority, etc.

10. A candidate shall note that, no person 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 the contract; or
- iii) if he/she has been convicted for an offence involving moral turpitude or he/she is or has been permanently debarred or disqualified by the High Court or UPSC or any State Service Commission from appearing in examinations or selections conducted by it; or
- iv) if he/she has been convicted by Criminal Court or there is criminal prosecution pending against him/her; or
- v) if he/she directly or in-directly endeavors to influence the Selection Committee by any means for his/her candidature; or
- vi) if he is man who has more than one wife living and if a woman, has married to a man who is already having another wife; or
- vii) if he/she has more than two children.

Explanation :- for the purpose of this clause, where a couple has only one child on or after the date of commencement of Maharashtra Civil Services (Declaration of Small Family) Rules 2005 i.e. 28/3/2005, any number of children born out of a single subsequent delivery shall be deemed to be one entity.

Provided that, a person having more than two children on the date of such commencement i.e. 28/3/2005, shall not be disqualified for appointment, so long as the number of children he had on the date of such commencement does not increase.

Provided further, that a child or more than one child born in a single delivery within the period of one year from the date of such commencement shall not be taken into consideration for the purpose of disqualification mentioned in this clause.

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OTHER IMPORTANT INFORMATION TO THE CANDIDATES:-

Work of Stenographer (Higher Grade & Lower Grade) includes taking dictation from the Registrars/Superior Officers in Court matters and other 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 in case of exigency and as per the directions of the Registrars/Superior Officers.

Date : 18 / 02 / 2021

Sd/-
Registrar [Administration]
High Court of Judicature at 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 have not been arrested or convicted for any offence and that no case is pending against me in any Criminal Court for any offence.
2. I further 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.
3. 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).
4. I am aware that, if the 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 : _____

(_____)

Date : / /

[Name & Signature of applicant]

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