

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

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

No. Adm / 1436 / 2018, Date : 10 / 09 / 2018

Online applications are invited from eligible candidates for the preparation of Select & Wait List, each, consisting of 54 candidates for the posts of “CLERK” in the pay band of Rs. 5200-20200 + Grade Pay 1900/- and other allowances as per the rules, on the establishment of High Court of Bombay, Bench at Aurangabad, excluding, 4 posts for persons with disabilities owing to the provisions of the Rights of Persons with Disabilities Act, 2016 and subject to the decision/notification/identification of the posts by the Bombay High Court, (Administrative Side), that may be finalized, subsequently. The tentative schedule for filling online application for the above posts is as under :-

Sr. No.	Particulars	Date
1	Date of hoisting of the detailed Advertisement on official website & availability of link for filling online application & payment of fees	10 / 09 / 2018 (from 11 am onwards)
2	Last date of submission of Online Application & payment of fees	19 / 09 / 2018 (by 5 pm)

**Eligibility Criteria :-**

**1. Educational Qualifications :**

A candidate, in order to become eligible for the appointment to a post of Clerk on the establishment of High Court, Bench at Aurangabad, on the date of advertisement (10/09/2018), must :-

(A) be a Graduate of any Recognized University in any faculty (preference will be given to a candidate who holds a Degree in Law);

(B) have passed Government Commercial Certificate Examination or equivalent examination conducted by Bureau of Government Examinations, Maharashtra State or I.T.I. for English Typing Speed Test of 40 words per minute;

(C) have possessed 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 (d) DOEACC (e) APTECH (f) NIIT

(g) C-DAC (h) DATAPRO (i) SSI (j) BOSTON

(k) CEDIT (l) MS-CIT

or any other equivalent certificate issued by a Government recognized Institute.

## 2. Age Limit :

A candidate should not be less than 18 years and more than 38 years of age in case of General category and 43 years in case of candidates belonging to Scheduled Caste, Scheduled Tribe, Other Backward Class or Special Backward Class, as specified for the time being by the Government of Maharashtra.

However, the aforesaid maximum age limit shall not be applicable to High Court / Government Employees.

## 3. Knowledge of Marathi & Hindi Language :

In addition to above eligibility criteria, the candidate must have adequate knowledge of Marathi & Hindi Language.

## 4. Candidates 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 the 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 at examinations or selections conducted by them; or

- (iv) if he/she has been convicted by Criminal Court or there is a criminal prosecution pending against him/her; or
- (v) if he/she directly or in-directly endeavors to influence the Selection Committee or its members by any means for his/her candidature; or
- (vi) if he/she has more than two children.

**Explanation** :- for the purpose of clause (vi), 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. 28/03/2005, 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.

**5. Procedure / Instructions regarding online payment of fees :-**

- a) A candidate is asked to Pay application fees of **Rs. 300/-** through “**SBI Collect**” – an online payment gateway facility, only, (<https://www.onlinesbi.com/sbicollect/icollecthome.htm>) into the account of Registrar, High Court Bench at Aurangabad. **The fees is non-refundable.** Mere payment of non refundable fees by a candidate does not create any right in favour of the candidate to appear for the Screening / Written Test.
- b) Candidates are directed to follow the instructions given in the '**User Manual**' for online payment through “SBI Collect” facility.

c) Successful payment transaction shall be considered for the acceptance of application.

d) High Court Registry does not take any responsibility of the rules/terms and 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 Collect” facility. The Registry does not take any responsibility of security / claims etc. while making payment (Disclaimer).

**6. Instructions regarding filling online application :-**

a) A candidate shall submit online application only, in the prescribed format, through the High Court website i.e. <http://bombayhighcourt.nic.in> upto 5 p.m. of 19.09.2018 after which the link will be disabled. A candidate must carefully read all the advertisement and follow all the instructions/ directions before starting actual filling online application, so as to avoid mistakes.

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

c) Married female candidate should fill in online application by her maiden name as appeared in Secondary School Certificate (Sanad).

d) Candidate shall fill 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.

e) The candidate shall take two printouts of duly filled in online application and affix his/her photograph – uploaded in the online application and also put his/her signature in the places provided on last page (in addition to the scanned photograph and signature).

- f) The candidate should not send printout of duly filled in 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.
- g) In case of submission of more than one online application by a candidate, his/her last application alongwith fees would only be considered.
- h) The candidates who are already in Government Service shall take prior approval & obtain “**No objection Certificate**” from the present employer for applying to the post of Clerk on this establishment and produce the same at the time of documents verification.
- i) The candidate may note that his eligibility would be assessed on the information furnished by him/her believing the information is true and correct. If any candidate is found to have given false, wrong or incorrect information, such candidate would be disqualified, at any stage of the recruitment process or evenafter selection/appointment, as the case may be.

**7. Shortlisting :-**

The High Court reserves right of shortlisting the candidates at any stage of recruitment process, by following an appropriate method or methods, as it would be found suitable and necessary.

**8. Examination :-**

The examination shall consist of the following three parts :-

- I) Screening / Written Test
  - II) English Typing Test
  - III) Viva-voce
- a) The eligible shortlisted candidates will be required to undergo screening/ written test of 90 marks of one hour duration (Minimum passing marks 45) comprising of objective type multiple choice questions on subjects – (a) Marathi (b) English (c) General Knowledge (d) General intelligence (e) Arithmetic (f) Computer.

b) The candidates found eligible on the basis of merit in Written/Screening Test alone would be called for the examination of English Typing Test (@ 40 words per minute) of 20 Marks. The duration of typing test would be 10 minutes, which will be conducted on Computer. The passage will contain 400 words.

c) The 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 documents/certificates and also produce originals thereof, as per the schedule to be declared subsequently :

- (i) Printout of online application duly filled in and duly affixing photograph and putting signature in the places provided thereto (in addition to the scanned photograph and signature);
- (ii) E-receipt of Rs. 300/- paid through "SBI Collect";
- (iii) Domicile Certificate issued by the competent authority;
- (iv) certificate or proof of date of birth [School or College Leaving/Birth Certificate/Secondary School Certificate (Sanad)];
- (v) mark sheets and passing certificates/Sanad of the qualifying examination/degree;
- (vi) certificate about prescribed knowledge in Computer operation issued by University/Institute as mentioned in the column of qualification;
- (vii) certificate of requisite speed i.e. 40 w.p.m. in English Typing issued by Bureau of Government Examinations, Maharashtra State or I.T.I.;
- (viii) a caste certificate, from such authority, as may be prescribed by the Government, wherever applicable;
- (ix) a declaration of small family in the prescribed format (Form "A") ;
- (x) **original** character certificates issued by two respectable persons, whose names are mentioned in the online application (issued on/after publication of this advertisement), certifying that candidate bears good moral character, in the proforma given with this advertisement (Form "B");

- (xi) Job seeker certificate, if candidate has enrolled his/her name with the Local Employment Exchange;
- (xii) Experience Certificate, if any, issued by the employer alongwith his signature, name & seal of the office/institute;
- (xiii) 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;
- (xiv) In case of married female candidate, if she has changed her name after marriage, document regarding change of her name, such as copy of Govt. Gazette / marriage certificate issued by Competent Authority etc. and
- (xv) other essential documents in connection with the information provided in the online application form.

**9. General Instructions to the candidates :-**

- a) A list of shortlisted candidates and the schedule for Screening Test, Typing Test & viva-voce will be displayed on the Official Website of the High Court, from time to time. The call letters for Screening Test will be made available on Official Website. The candidates are advised to visit the website, from time to time.
- b) Eligibility of a candidate, who is to be called for viva-voce shall be finally decided after scrutiny & verification of documents/testimonials produced.
- c) The selection/appointment will be made strictly on the basis of inter-se merit.
- d) The candidates will have to appear for the tests and viva-voce on scheduled dates and time, at their own expenses. They shall also keep with them photo-identity proof, such as, Aadhaar/PAN/Election Card/Driving License/Passport, while appearing for the tests & viva-voce.

e) The schedule of recruitment process may well be subject to a change on account of any unforeseen event beyond the control of the office. Such a change would be notified on the Notice Board of the office and published on the Official Website.

f) 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 & time on account of belated receipt of intimation regarding any change so notified.

g) An application containing incomplete / incorrect information will be rejected. If any of the particular furnished by a candidate found to be false or incorrect, the candidate will not be allowed to participate in the selection process and if appointed, will be dismissed/terminated. The suppression of any material fact will be treated in same order.

h) A candidate trying to influence or pressure over a member / members of the Selection Committee, Officers/Employees working in High Court for the selection either by himself or through anybody shall liable to be disqualified.

i) A Wait 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 Honourable Chief Justice.

j) 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 stand terminated at any time, without giving any notice or assigning any reason.

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

l) If a candidate on the Select / Wait List fails to join duties within the period stated in appointment order, his/her name will be removed from the Select / Wait List.

m) The decision of Selection Committee shall be final in this selection process.

High Court of Bombay,  
Bench at Aurangabad,  
Aurangabad.  
Date : 10 / 09 / 2018

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Sd/-  
[ Abhay J. Mantri ]  
Registrar (Admn.)

**DECLARATION**

**FORM – A**

I, Shri/Smt./Kum. \_\_\_\_\_ son/daughter/wife  
of Shri \_\_\_\_\_ aged \_\_\_\_\_ years,  
resident of \_\_\_\_\_  
\_\_\_\_\_ do hereby

declare that :-

1. I have applied for the post of Clerk.
2. I have \_\_\_\_\_ (Number) living children as on today out of which \_\_\_\_\_  
No. of children born after 28<sup>th</sup> March, 2005 \_\_\_\_\_  
(Mention dates of birth, if any).
3. I am aware that, if the total number of living children are 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 :-

Date :-     /     / 2018

Name & Signature of applicant

**Note :** The above Declaration should also be filled in by unmarried candidate  
stating 'not applicable' at 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 a good moral character and has nothing adverse which debars  
his/her suitability for Government job. He/She is not my relative.

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

Date :- / 9 / 2018

Seal/Stamp (if any)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Mob. No. : \_\_\_\_\_