

## : ADVERTISEMENT :

### HIGH COURT OF JUDICATURE AT BOMBAY

Applications are invited Online from the eligible aspirant candidates for preparation of

[1] Select and Wait List of 10 candidates each for the posts of 'Stenographer(Higher Grade) and

[2] Select and Wait List of 7 candidates each for the posts of **Stenographer(Lower Grade)**

on the establishment of the High Court of Judicature at Bombay, at Bombay. If the candidate is willing to apply for both posts, should register two applications separately for the post of Stenographer (Higher Grade) and Stenographer (Lower Grade).

There shall be reservation of 4% posts [i.e. 1 posts each in Stenographer (Higher Grade and Lower Grade)] for the persons with disabilities as per directions given in **Writ Petition(L) No.1137/2018 with P I. L. No. 72 of 2018 filed for reservation for persons with disabilities.** The posts for the persons with disabilities as may be notified after identification of the suitable categories of disability for these posts, will be filled in near future as per the Notification of the High Court.

#### Description of Posts :-

##### **I] Stenographer [Higher Grade]**

1. Number of posts – Select List of 10 candidates and Wait List of 10 Candidates.
2. Pay Band – Rs.9300-34800 plus Grade Pay Rs.4400/- and other allowances as admissible under the rules.

##### **II] Stenographer [Lower Grade]**

1. Number of posts – Select List of 7 candidates and Wait List of 7 Candidates.
2. Pay Band – Rs.9300-34800 plus Grade Pay Rs.4300/- and other allowances as admissible under the rules.

#### Eligibility:-

The 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 or Other Backward Classes or Special Backward Class specified for the time being by the Government of Maharashtra.

**Qualifications Required :-**

The candidate must

- (i) Possess University Degree. However, this condition may be relaxed in the case of [a] Stenographer [Higher Grade], if the candidate is already working for not less than 5 years as Lower Grade Stenographer in the High Court or in any other Court or Tribunal or in the office of Advocate General or Government Pleader and [b] Stenographer [Lower Grade] if the candidate is already having not less than 3 years experience. Preference will be given to the candidates possessing Degree in Law;
- (ii) Qualify Government Commercial Certificate Examination or examination conducted by Government Board or I.T.I. [a] for speed of 100 w.p.m. or above in English Shorthand and 40 w.p.m. in English Typing for making himself eligible for the post of Stenographer [Higher Grade] and [b] for speed of 80 w.p.m. or above in English Shorthand and 40 w.p.m. in English Typing for making himself eligible for the post of Stenographer [Lower Grade].
- (iii) 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 :
  - 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

**Tests :-**

1. Candidates 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 Stenographer [Higher Grade] and Stenographer [Lower Grade]. Minimum passing marks for Shorthand Test and Typing Test will be 24 and 20 respectively for the post of Stenographer [Higher Grade]. Similarly, Minimum passing marks for Shorthand Test and Typing Test will be 20 each for the post of Stenographer [Lower Grade]. The Shorthand Transcription and Typing Test will be taken on Computer. If the

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candidate fails in Shorthand Test, he/she will not be eligible to appear for Typing Test and if he/she fails in Typing Test, he/she will not be eligible for Viva-voce.

The examination shall consist of the following three parts :-

**PART - I**

- a] Dictation of two passages in English containing total 500 words for transcription to ascertain the speed in Shorthand for the post of Stenographer (Higher Grade).
- b] Dictation of two passages in English containing total 400 words for transcription to ascertain the speed in Shorthand for the post of Stenographer [Lower Grade].

**PART – II**

A passage in English containing 400 words for typing to ascertain the speed in Typing for both the posts i.e. Stenographer [Higher Grade] and Stenographer [Lower Grade].

**PART – III**

Viva-Voce.

- 2. The eligible candidates will have to appear for Shorthand Dictation Test, Typing Test and Viva-voce as and when called for, at their own expenses.
- 3. 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.
- 4. The candidates who will be succeeded in Shorthand Dictation Test will be called for Typing Test and candidates who will be succeeded in Typing Test will be called for Viva-voce.
- 5. 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.

6. The schedule of recruitment process is subject to change on account of any unforeseen event/s beyond the control of the High Court. Such change would be published on the official web site of the High Court from time to time.
7. 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 registered **email account** within stipulated time.
8. The Candidate should provide the **correct e-mail address** and his own registered mobile number on which correspondence will be made, if any.

**Select List/Wait List :-**

- (a) On the basis of performance of the candidates in the tests, a Select and Wait List of the candidates for the abovesaid post 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 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.
- (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 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/false.
- (e) If a candidate on the Select and Wait List fails to join duties within the period stated in the letter of appointment, his/her name will be deleted from the Select List/Wait List.
- (f) Candidates attempting to influence directly or indirectly shall be disqualified.
- (g) 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.
- (h) **High Court reserves the right to adopt appropriate method for shortlisting the candidates at any stage.**

**Instructions to the candidates :-**

1. Eligible candidate as per the detailed advertisement can apply from **11 July 2019 to 25 July 2019** on <https://bhc.mahaonline.gov.in>.
2. Before 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.
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 or challan payment is made towards application fees.
5. The fees of Rs. 200/- should be paid either online or by challan. The fees shall be non-refundable.
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. 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.
7. The candidate should not enclose copies of the certificates / documents at the stage of submitting application online.
8. 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 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 Institutions mentioned in Clause (iv) 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, 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.

### **OTHER IMPORTANT INFORMATION TO THE CANDIDATES:-**

Work of Stenographer (Higher Grade & Lower Grade) includes taking dictation from the Registrar General/Registrars 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 Registrar General/Registrars.

6 July, 2019.

Sd/-  
Registrar General,  
High Court of Judicature at Bombay.