

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

HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT AURANGABAD

No. ADM/1622/2019

Dt. 25/10/2019

Applications are invited online from candidates fulfilling eligibility criteria, on the date of publication of this advertisement, for 12 posts of 'JUNIOR TRANSLATOR AND INTERPRETER', in the Pay Matrix = S-13 : Rs. 35400-112400, plus allowances as per the Rules, to be filled in on the establishment of High Court of Judicature at Bombay, Bench at Aurangabad.

Out of above 12 posts, appointment to only one post shall be regular in nature, whereas, appointment to remaining 11 posts shall be on **adhoc and temporary basis, for a period of two years, only.** After completion of said period or during the said period, services of these 11 appointees shall be liable to be terminated at any time without giving any notice and without assigning any reason. The appointment against the post of regular nature 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.

[A] **Eligibility Criteria :-** Candidate must :

- (I) not be less than 18 years and more than 38 years of age on the date of publication of this advertisement. Criterion of maximum age limit would not be applicable to the High Court/Government Employees. Further, maximum age limit is relaxed by five years for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes or Special Backward Class specified for the time being by Government of Maharashtra;
- (II) possess a University degree in any of the languages viz. English, Hindi, Marathi and Gujarathi, preference being given to candidates who are holders of Degree in Law;
- (III) be proficient in English and at least any two of the following languages viz. Hindi, Marathi, Gujrathi and Konkani;
- (IV) possess Computer Certificate of proficiency in operating word processors in Windows and Linux in addition to M.S. Office, M.S. Word, Wordstar-7 and Open Office Org. obtained from any one of following Institutes :
 - a) Universities established under the Maharashtra Universities Act, 1994
 - b) Goa/Maharashtra State Board of Technical Education
 - c) NIC
 - d) DOEACC
 - h) DATAPRO
 - i) SSI

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| e) APTECH | j) BOSTON |
| f) NIIT | k) CEDIT |
| g) C-DAC | l) MS-CIT |

[B] Tests :-

1. Candidates will have to undergo a Screening Test of 100 marks.
Candidates securing minimum 50 marks will only be eligible for Viva-voce.

Nature of Examination.

<u>PART – I</u>	Screening Test of 100 marks, which includes -
English Grammar	– 30 marks
Essay Writing	– 20 marks
Letter Writing	– 10 marks
Translation from English to any of the two languages viz. Hindi, Marathi, Gujarathi or Konkani.	– 40 marks
(Minimum passing marks	– 50 marks)

PART – II Viva-voce

1. Candidates qualifying Screening Test alone would be eligible for Viva-voce, which shall be for 20 marks.
2. Eligible candidates will have to appear for Screening test & Viva-voce as and when called for, at their own expenses. Candidates shall also keep with them a proof of identity e.g. PAN Card, Aadhar Card, Driving Licence, Employee Card, Voter ID, etc., while appearing for Screening Test & Viva-voce.
3. The time-table and venue for Screening Test and Viva-voce of candidates, who make themselves eligible, would be displayed on the official website of the High Court & Maha-Online. Candidates can download their call letters for Screening Test & Viva-voce from individual log-in on Maha-Online. Candidates are advised to visit the website, from time to time.
4. Candidate should provide correct e-mail address and own mobile number on which correspondence, if any, will be made.
5. No complaint/grievance of candidates shall be entertained or heard by the High Court in case of their failure to see the call letter in their log-in within stipulated time.
6. The schedule of recruitment process is subject to change on account of any unforeseen event beyond control of the Registry. Such a change would be notified on the Notice Board of High Court, Aurangabad Bench as well as on the official website of High Court & Mahaonline for information/knowledge of candidates. However, no complaint/ grievance

shall be entertained or heard by the High Court, in case of absence of candidate in Screening Test / Viva-voce, etc. or loss/inconvenience for belated receipt of intimation regarding any change so notified.

7. Decision of Selection Committee, regarding eligibility or otherwise, for admission to Screening Test or Viva-voce, shall be final.

[C] Procedure for filling in online application form :-

1. Candidate should carefully read detailed advertisement for the post of Junior Translator & Interpreter before filling in an online application form.
2. Eligible candidate as per the detailed advertisement shall apply from 25/10/2019 to 10/11/2019 (12.00 midnight) on <https://bhc.mahaonline.gov.in>.
3. 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 40 KB each and shall attach the same at the appropriate places shown in the online application form.
4. Procedure for filling in the form, as per the given advertisement, is available on <https://bhc.mahaonline.gov.in>
5. The online application will not be considered for the advertised posts, unless online payment is made towards application fees.
6. The fees of Rs. 100/- should be paid by online payment mode. The fees shall be non-refundable.
7. **Procedure for online payment of fees :-**
 - a. Click on "my account" tab on top left.
 - b. Click on "my account", select "my application" and then select "direct recruitment".
 - c. Candidates should pay the fees of Rs. 100/- by online payment mode.
 - d. Under option "Pay online" payment can be made through credit card, debit card and/or net banking.
8. 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.

Candidates should mention the total of marks of all years/all semesters obtained in the Graduation and Post Graduation. Candidates holding

grades shall get grades converted into marks /percentage from the concerned Educational Institutions.

Candidates who have completed LL.B. (5 years) Course should mention 'Graduate' as Qualification type and Name of Degree as 'B.S.L.' and mention total marks of the first 3 years of B.S.L./LL.B. (5 years) Course. Thereafter, such candidates should mention 'Law Graduate' as Qualification type and Name of Degree as 'LL.B.' and mention the total marks of all 5 years of LL.B.

9. Married female candidate should fill in online application by her maiden name as appeared in Secondary School Certificate (Sanad).
10. Candidate should not enclose copies of the certificates/documents at the stage of submitting application online.
11. In case of submission of more than one online application by any candidate, his/her last application along with fees would only be considered.

[D] Instructions for candidates :-

1. High Court has reserved the right of shortlisting candidates, at any stage, on the basis of higher educational qualification and academic excellence.
2. 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 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 at examinations or selections conducted by them; or
 - (iii) if he/she has been convicted by Criminal Court or there is a criminal prosecution pending against him/her; or
 - (iv) if he/she directly or in-directly influences the Selection Committee by any means for his/her candidature; or
 - (v) if he is man who has more than one wife living and if is a woman, has married to a man who is already having another wife; or
 - (vi) 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. 28/03/2005, 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.

3. Candidates, qualifying Screening Test and called for Viva-voce shall submit to the Registrar (Administration), High Court of Bombay, Bench at Aurangabad, self-attested copies of following certificates and must bring originals thereof, at the time of Viva-voce, for verification :-
 - (a) Certificate or proof of date of birth (School or College Leaving Certificate / Birth Certificate / SSC Certificate)
 - (b) Marks Sheets and passing certificate of Matriculation, Graduation, Post Graduation, Law Graduation and proficiency in Computer Operation, etc. as mentioned by candidate in the application form.
 - (c) Caste Certificate from such authority as may be prescribed by the Government [for candidates claiming to be from reserved categories].
 - (d) Domicile Certificate, issued by the competent authority.
 - (e) Experience Certificate regarding Translation & Interpretation work, if any.
 - (f) No Objection Certificate issued by the Government Office where candidate is working and has applied with prior approval of Head of Department.
 - (g) Declaration of small family, in the proforma given with this advertisement-Form "A" (in original).
 - (h) Original certificates, speaking specifically about character of candidate, issued by two respectable persons, with their name, designation and full postal address (issued on or after the date of publication of the advertisement, in the proforma given with this advertisement - Form "B")
 - (i) 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 Competent Authority, etc.
4. Eligibility of candidates called for Viva-voce shall be finally decided after scrutiny & verification of documents/testimonials produced.
5. If any of the particulars furnished by a candidate is found to be false and/or incorrect, the candidate will not be allowed to participate in the selection process and if appointed, shall be liable to be dismissed/removed

without Notice. Willful/deliberate/ intentional suppression of any material fact will also receive same/similar treatment.

6. On the basis of performance of candidates in Screening Test & Viva-voce, a Select List of candidates for abovesaid posts will be prepared as per order of merit and the same will be displayed on the Notice Board of the office and the official website of the Bombay High Court & Maha-Online.

Candidates shall note that, the topper in the Merit List of Selection Process will be appointed against the regular post of Junior Translator and Interpreter.

7. Name of candidate shall be liable to be removed from the Select List without any notice, if it is revealed that any information, furnished by him / her in the Application Form, is incorrect.
8. If any candidate on the Select List fails to join duties within the period stated in appointment order, his/her name will be liable to be removed from the Select List.
9. Candidate trying to meet or bring pressure on member/s of the Selection Committee, Officers/Employees working in High Court in respect of this selection process, either by himself or through anybody else, and/or by any means, shall stand disqualified.

[E] Nature of Duties :-

Work of Junior Translator and Interpreter includes translation of the testimonials into English language, which are presented in the Court in various/ several proceedings in Marathi, Hindi, Gujarathi languages, as per the directions of the Hon'ble Court and also to perform such duties of Junior Translator and Interpreter, as may be directed from time to time by the Registrar and/or by Superior Officers. Candidates are ordinarily required to work from 10 a.m. to 5 p.m. and even beyond these hours in case of exigency and as per the directions of the Registrar / Superior Officers.

High Court of Bombay, {}
Bench at Aurangabad, {}
Aurangabad. {}
Date : 25/10/2019 {}

[A.S. Rajandekar]
Registrar (Admn.)

FORM - A

DECLARATION FORM

I, Shri/Smt./Kum. _____ son/daughter/wife
of Shri _____ aged _____ years,
resident of _____

_____ do hereby
declare as follows :-

1. That I have applied for the post of "Junior Translator and Interpreter".
2. I have _____ (Number) living children as on today out of which No. _____ of children born after 28th March, 2005 is _____
(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 28th March 2005, I am liable to be disqualified for the said post.
4. I further affirm that 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.
5. I further affirm that all the details filled up in the application are true and correct to my personal knowledge. If any information is found to be false/incorrect, I would 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.

Place :- _____

Date :- / 10 / 2019

Name & Signature of applicant

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

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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 :- / 10 / 2019

Signature _____

Name _____

Address _____

Seal/Stamp (if any)

Mob. No. : _____