

HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT AURANGABAD

SHORT ADVERTISEMENT FOR CLERKS

No. Adm/4155/2014

Date: 15/04/2014

Online Applications, in the prescribed format, are being invited from eligible & willing candidates who fulfill eligibility criteria, on the date of publication of the advertisement, for preparing a Select List and a Wait List for the posts of 'Clerks' on the establishment of the High Court of Judicature at Bombay, Bench at Aurangabad. For details about number of posts, pay scale, educational / technical qualifications, age limit, format of application, etc. the candidates shall have to refer the complete & detail advertisement published on the official website of Bombay High Court and accordingly, submit their applications Online, in the prescribed format, through the Official Website of Bombay High Court, as mentioned below, on or before **30/04/2014 by 5 pm**, after which, the link will be disabled:-

<http://bombayhighcourt.nic.in>

BY ORDER,


REGISTRAR

[ADMINISTRATION]

Date :15/04/2014
(To be published on
16/04/2014)

(1)

HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT AURANGABAD
ADVERTISEMENT FOR CLERKS
No. Adm/4155/2014
Date: 15/04/2014
(To be published on 16/04/2014)

Sr. No.	Particulars	Date
1	Publication of the Advertisement on Website and in Newspapers	16/04/2014
2	Last date for submission of Online Applications	30/04/2014
3	Last date for printing of Applications	02/05/2014
4	Last date of receipt of Applications, in the office of the High Court, Bench at Aurangabad, along with a Demand Draft of Rs.100/- by Speed Post / RPAD.	08/05/2014

ADVERTISEMENT

Online Applications, in the prescribed format, are being invited from eligible candidates who fulfill eligibility criteria on the date of publication of this advertisement, for preparing a Select List of 105 candidates and a Wait List of 105 candidates for the posts of 'Clerks' on the establishment of the High Court of Judicature at Bombay, Bench at Aurangabad, in the Pay Band of Rs. 5200-20200 + Grade Pay Rs.1900/- plus allowances as per the Rules. Out of advertised posts, 2% posts are reserved for persons with disability (1% for hearing impaired persons and 1%

(2)

for those whose one leg is affected), as per High Court Notification No. Rule/X –2319/71, dated 20th November, 2009. The candidates shall also take a note that, as per the order of the Hon'ble High Court dtd. 8/5/2013, passed in Civil Application No. 5754 of 2013 in Writ Petition No. 1815/1997, out of 105 posts of Clerks, ten percent (10%) posts shall be kept reserved for promotion from amongst the employees working as Drivers and Group “D” employees as Clerks and fifteen percent (15%) posts shall be kept vacant, for being filled in, subject to the decision in the above matter.

Eligibility Criteria :

1. Educational Qualifications

A candidate, in order to become eligible for appointment to a post of a Clerk on the establishment of High Court, Bench at Aurangabad:-

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

(B) must have passed Government Commercial Certificate Examination or examination conducted by Government Board or I. T. I. for English Typing Speed Test of 40 Words Per Minute;

(C) must produce Computer Certificate about proficiency in operation of word processors 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 | g) C-DAC | k) CEDIT |
| d) DOEACC | h) DATAPRO | l) MS-CIT |
| e) APTECH | i) SSI | |
| f) NIIT | j) BOSTON | |

2. Age Limit:

A candidate should not be less than 18 years and more than 33 years of age in case of General category and 38 years in case of candidates belonging to Scheduled Caste, Scheduled Tribe, Other Backward Class or Special Backward Class 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.

The upper age limit prescribed for recruitment is relaxed upto 45 years in case of differently-abled persons in view of Government Resolution No. SRV 1077/3576/1433/16-A, dated 23.05.1978, if they are otherwise suitable and have the necessary capacity to perform the duties of the post.

3. Knowledge of Marathi Language

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

INSTRUCTIONS / GUIDELINES FOR CANDIDATES

1. A candidate shall submit Online Application only, in the prescribed format, through the High Court website i.e. <http://bombayhighcourt.nic.in> by 30/04/2014 upto 5 p.m. after which the link will be disabled. The format of application and declaration are available for downloading. For the sake of

convenience, candidates are advised to keep ready duly filled in specimen of application and declaration while submitting application and declaration Online.

2. 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 40KB 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 Demand Draft issued by any nationalized bank in favour of "Registrar (Administration), High Court of Bombay, Bench at Aurangabad", payable at Aurangabad. Fees shall not be refunded in any case. The name and registration I.D. number of the candidate, as appearing on the the application, should invariably be mentioned overleaf of the Demand Draft so as to enable the office to attach it with the respective application. If the fees paid other than the mode of Demand Draft, candidature of the candidate will be rejected.

4. The candidate shall send the documents viz.

- [i] a printout of online application duly filled in;
- [ii] online Application, duly affixing photograph and putting signature in the places provided thereto (in addition to the scanned photograph and signature); and
- [iii] a Demand Draft of prescribed amount, issued by any nationalized bank,

by Registered Post A.D. / Speed Post to the Registrar

[Administration], High Court of Bombay, Bench at Aurangabad, Jalna Road, Aurangabad, Maharashtra - 431 023, so as to reach the same on or before **08/05/2014 (5 pm)**.

The candidate should take note that if the enclosures, as mentioned at Sr.No. 4[i] to 4 [iii] hereinabove, are not sent to this office, their candidature will be rejected.

The candidates who are already in Government Service shall send the aforesaid documents through proper channel that too on or before the above date.

5. The candidate shall **NOT** send any original or attested copies of documents/ certificates at the stage of submitting application online.

6. A candidate, who would be called for viva-voce / interview, will have to submit to the Registrar[Administration], High Court of Bombay, Bench at Aurangabad, attested copies of following certificates and bring originals thereof, **at the time of viva-voce / interview** for verification:

- (i) certificate or proof of date of birth (Leaving/Birth Certificate/SSC Sanad);
- (ii) certificate of having passed the qualifying examination/degree;
- (iii) statement of marks obtained at the qualifying examination /degree;
- (iv) certificate of character certifying that he/she bears good moral character from two respectable persons whose names are mentioned in the online application (issued on or after publication of this advertisement);
- (v) certificate about prescribed knowledge in Computer

operation issued by University/Institute as mentioned in the column of qualification;

- (vi) certificate of requisite speed in English Typing issued by Bureau of Government Examinations, Maharashtra State, or Government Board or I. T. I.;
- (vii) a caste certificate from such authority as may be prescribed by the Government, wherever applicable;
- (viii) Disability Certificate issued by the Civil Surgeon / Medical Superintendent of concerned District Government Hospital, if applicable;
- (ix) Domicile Certificate issued by the competent authority; and
- (x) a declaration of small family in the prescribed format (in original) (Format - Form "A").

7. For the purpose of shortlisting the candidates, the High Court will hold a Written Examination / Screening Test and call upon the candidates obtaining the cut off marks, as may be fixed by the High Court, to appear for English Typing Test. Candidates qualifying English Typing Test and obtaining the cut off marks, as may be fixed by the High Court would be called for Viva - voce / Interview of 10 marks, maintaining the ratio, as may be fixed by the High Court, of the available vacancies to the successful candidates in the examination/test. Provided that the High Court may fix cut off marks, in the viva-voce examination, to be eligible for selection.

8. The High Court reserves the right to adopt appropriate method of shortlisting, at any stage of selection process.

9. The candidates shall take a note that, no person shall be eligible for appointment :-

[a] if s/he is not a citizen of India; or

[b] if s/he has been convicted for an offence involving moral turpitude or s/he 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

[c] if s/he directly or indirectly influence the Selection Committee by any means for his / her candidature; or

[d] 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

[e] if he has more than two children

Explanation - for the purpose of this clause, where a couple has only one child, any number of children born out of a single subsequent delivery shall be deemed to be one child.

Provided that, a person having more than two children on the date of commencement of Maharashtra Civil Services (Declaration of Small Family) Rules, 2005 i.e. 28/4/2005, 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.

A candidate shall fill in a declaration of small family appended to the application.

10. The eligible candidates will be required to undergo

Written Examination / Screening Test of 20 marks of 40 minutes duration comprising of 20 questions relating to General Knowledge, Computer Knowledge & General English. S/he shall have to secure at least 10 marks for becoming eligible to appear for English Typing Test. The medium of Written Examination / Screening Test shall be English.

11. Candidates found eligible in Written Examination / Screening Test (after applying yardstick of cut off marks) alone would be called for English Typing Test of 20 marks, which will be conducted on Typewriter / Computer. Candidates qualifying English Typing Test (after applying yardstick of cut off marks) alone would be called for Viva - voce / Interview of 10 marks. Candidates shall be at liberty to bring their own Typewriters for English Typing Test. For Typing Test on Computer, High Court Registry will make necessary arrangements and for the said Test, **“OPEN OFFICE”** programme will be used.

12. Time-table of Written Examination / Screening Test will be communicated by publishing intimation thereof on the official website of the High Court. The candidates are advised to visit the Official Website for details of Examination Schedule, Time, etc.

13. Time-table of Typing Test of the candidates qualifying Written Examination / Screening Test would be displayed on the Notice Board in the Office of High Court of Bombay, Bench at Aurangabad. It will also be published on the official website of the High Court.

14. Eligibility of a candidate; who is to be called for viva-voce / interview, in view of marks obtained by him / her in the Written / Screening Test and English 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.

15. The candidates shall appear for Written Examination / Screening Test, Typing Test and Viva-voce / Interview, at their own cost and they shall not be entitled to claim travelling allowance or any expenses from High Court. Candidates shall also keep with him / her identity proof while appearing for both the Tests, as also, Viva-voce / Interview.

16. The schedule of recruitment process is subject to change on account of any unforeseen event beyond the control of the office. Such change would be notified on the Notice Board of the office and published on the official web site of the High Court. The candidates are advised to visit official website for getting knowledge about any such change. No complaint / grievance shall be entertained or heard by the High Court, in case of absence of candidates in test/s or viva-voce, etc. or loss / inconvenience on account of belated receipt of intimation regarding any change so notified.

17. No complaint / grievance shall be entertained or heard by the High Court for non-receipt of any communication due to technical / postal delay.

18. A candidate trying to meet or bring pressure on members of the Selection Committee, Officers/ Employees working in High Court in respect of this selection process, either by himself or through anybody else, will be disqualified. A decision of Selection Committee in this behalf will be final.

19. Applications containing incomplete information / incorrect information will be liable to 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 liable to be dismissed. Willful suppression of any material fact will be treated similarly.

20. The selection / appointments will be made strictly in the order of merit on the basis of marks secured by the candidates in

the Written Examination / Screening Test, English Typing Test and performance in Viva-voce / Interview.

21. The decision of the High Court regarding eligibility or otherwise of any candidate, for admission to Written Examination / Screening Test or Typing Test or Viva-voce / Interview shall be final.

22. In case of submission of more than one on-line applications by any candidate, the candidature shall be held invalid.

23. Before commencing the process for submission of online application, the candidates are advised to go through the "Guidelines prescribed for Filling up Application Form", a copy of which is enclosed herewith.

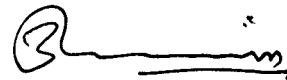
24. A specimen of duly filled in Application Form is enclosed herewith for information of the candidates.

25. The candidates shall submit their applications online in the prescribed format, through the Official Website of Bombay High Court, on or before 30/04/2014 by 5 pm, after which, the link will be disabled.

26. The Address of the Official Website of Bombay High Court is :-

<http://bombayhighcourt.nic.in>

BY ORDER,



REGISTRAR

[ADMINISTRATION]

Date : 15/04/2014
(To be published on the
Official Website of the
Bombay High Court on 16/04/2014)

(11)

FORM 'A'

DECLARATION

I, _____
son / daughter of Shri _____
aged _____ years, occupation _____,
resident of village _____, taluka _____,
District _____, do hereby declare, as under:-

- [1] I have applied for the post of Clerk.
- [2] I have _____ number of living child / children as on today. Out of them, number of child / children, born after 28th March, 2005, is / are _____ (mention the date/s of birth).
- [3] I am aware that, if total number of living children are more than two, due to the child / children born after 28th March, 2005, I am liable to be disqualified for the said post.

(Signature)

Place: _____

Date : .../.../2014 (Name of the candidate)

Note : The above Declaration shall also be filled in by unmarried candidate stating '**Not Applicable**' at **appropriate** places.

Guidelines for filling up Application Form

1. Fields marked with * are mandatory.
2. Use only A to Z characters while entering Name.
3. Use only A to Z, a to z, 0 to 9 alphanumerics, comma (,), dash (-), slash (/) while entering information in the Address field. Do not use any other special characters.
4. Please make sure that you have Valid Email Address, if you do not have an email address create new one.
5. Do not prefix 0 (Zero) to Mobile Number.
6. Prefix STD Code while entering Res. Phone Number e.g. 024012345678
7. Select the appropriate Category and enter Caste in the text box.
8. SSC seat no. is mandatory. Make sure that SSC seat no. is correct.
9. Use only A to Z, a to z for entering information of Stream, Board/University, use only Digits for entering information of Marks Obtained, Out of Marks.
10. Use only A to Z, a to z for entering information of Name of the Course and Grade. Use only Digits for entering information of Percentage. Only integer part to be entered. e.g. 67.13 as 67, 67.76 as 67
11. Use only A to Z, a to z, for entering Name & Occupation and only A to Z, a to z, 0 to 9 alphanumerics, comma (,), dash (-), slash (/) for Address while entering information of respectable person.
12. Use only A to Z, a to z in Name of the Bank, Place of Bank and Digits 0 to 9 in DD No.
13. Ensure file size of less than or equal to 40 KB and file type of jpg / jpeg for uploading Photo and Signature.
14. Do not enter dash (-) for the fields which are not applicable or blank.
15. Before submission of online application, candidate may take printout of specimen filled in application. Check the printed application.