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: ADVERTISEMENT :

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

No. ADM / ADVT /1333/ 2025 Dt. 27/ 06 / 2025

Applications are invited Online from eligible aspirants, who fulfill prescribed eligibility criteria on the date of publication of this advertisement, for preparing a Select List containing names of four candidates and a Wait List containing name of one candidate for the post of '**Stenographer [Lower Grade]**', on the establishment of High Court of Judicature at Bombay, Bench at Aurangabad, in the **Pay Matrix of S-18 : Rs. 49100-155800** plus allowances, as admissible, under the Rules.

[A] Eligibility Criteria :-

Age limit :- The age of candidate should not be less than 21 years and more than 38 years, in case of General Category and not more than 43 years, in case of candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Class or Special Backward Class specified, for the time being by the Government of Maharashtra, on the date of the advertisement. The maximum age limit shall not be applicable to the High Court/Government Employees, applying through a proper channel.

A candidate, in order to become eligible for appointment to a post of 'Stenographer [Lower Grade]', on the date of advertisement, 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.

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- (ii) Possess passing certificate from Government Commercial Certificate Examination or examination conducted by Government Board or Government Certificate in Computer Typing Basic Course (GCC-TBC) 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, 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 recognized institute prescribed in the Government Resolutions published from time to time.

[B] A candidate needs to take a note that, no candidate shall be eligible for appointment :-

1. if he/she is not a citizen of India; or
2. if he/she is not competent to enter into a contract; or
3. if he/she has been convicted for an offence involving moral turpitude or is or has been permanently debarred or disqualified by the High Court or UPSC or any State Service Commission, as the case may be, from appearing in any examination or selection process conducted by it; or

4. if he/she has been convicted by any Criminal Court or there is a criminal prosecution pending against him/her; or
5. if he is a man who has more than one wife living and if a woman who has married to a man who is already having another wife; or
6. if he/she has more than two children, born after 28/03/2006.

[C] Shortlist :-

The Selection Committee, Bombay High Court, Bench at Aurangabad, reserves the right to adopt an appropriate method or methods for shortlisting the candidates, at any stage of the Selection Process.

[D] Tests :-

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

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]

(4)

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]

[E] Instruction to the candidates :-

1. The candidates passing the Shorthand dictation test will be called for the Typing Test and candidates passing the Typing test will be called for Viva-voce.
2. The candidates will have to appear for the Shorthand Dictation Test, Typing Test and Viva-voce, as and when called for, at their own expenses. They shall also keep with them printout of an Admit Card, along-with original photo-identity proof, such as, original Adhaar/PAN/Election Card/Driving License/Passport etc. while appearing for the said Tests and Viva-voce. The candidates shall note that, without production of a printout of an Admit Card, no one will be allowed to appear for the said Tests/Viva-voce.
3. The time-table and venue of the Shorthand Dictation Test, the Typing Test, Viva-voce of eligible candidates and the results of the recruitment process at all stages shall be displayed on the official website of the Bombay High Court. The call letters/Hall Tickets (Admit Cards) for said tests will be made available on the official website of the Bombay High Court. The candidates are advised to

visit the website of the Bombay High Court from time to time for generating/downloading the Admit Card and printing it from the link after the shortlist provided on the official website of the Bombay High Court.

4. The eligibility of a candidate, who is to be called for the 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, verification of original documents and testimonials produced at the time of the Viva-voce/Interview. After due scrutiny, only eligible candidates will be allowed to appear for the Viva-voce/Interview.
5. It is clarified that merely satisfying the eligibility criterion or acceptance of the Application Form, does not entitle the candidate to be called for the tests.

[F] Instructions regarding Online Application Form :-

1. Applications will be scrutinized by a computerized programme. Therefore, the candidates are advised to minutely go through all the instructions and detailed advertisement, which is available on <https://bombayhighcourt.nic.in>, before filling the Online Application form. The Registry will not entertain any inquiry/grievance in that respect.
2. The candidates shall have to submit their application online only in the prescribed format through the official website of the Bombay High Court i.e., <https://bombayhighcourt.nic.in> within a period of 15 days from the date of publication of the advertisement,

i.e., from **01/07/2025 (10 a.m.) to 15/07/2025** till 5 p.m. For this purpose, they will have to pay a fee of Rs. 200/- (Plus transaction charges as would be levied by the bank) through a payment link of State Bank Collect before 4 p.m. on **15/07/2025**. The aforesaid link for submitting an Online Application will be disabled after 5 p.m., on **15/07/2025**. In order to prevent a last-minute rush, the candidates are advised to submit the Online Applications well in advance. The Registry will not entertain any inquiry/grievance in that respect.

3. Before commencing the process to fill up Online Application, the 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 upload the same at the relevant space shown in the Online Application Form.
4. The Registration fee of Rs. **200/-** should be paid by online mode only at the time of submitting the Online Application form. Any query relating to multiple Registration fees paid by candidates due to any mistakes, technical problems on the Bank's website, or due to internet connectivity issues, etc., shall not be entertained by the High Court. The fees, once paid, shall not be refunded in any case. Mere payment of non-refundable fee by a candidate does not create any right in favour of the candidate to appear for the selection process. The Online Application will not be considered for the advertised post unless online payment is made towards Registration fees.

5. While filling up the information regarding educational qualification, candidate should mention his/her qualifications in following sequence :-
 - (a) Secondary School Certificate [S. S. C.],
 - (b) Higher Secondary Certificate [H. S. C.],
 - (c) Graduation, and
 - (d) Post Graduation, etc.
6. The candidates should mention the marks obtained in the last/final year of Graduation [in any faculty such as LL.B. (Three-Year Course), B.A., B.Com., B.Sc., etc] in the column of 'Graduation' under the Head 'Details of Educational Qualification'.
7. The candidates who have completed the five-year LL.B. course shall mention the marks of the 5th Year LL. B, only.
8. Some Universities have issued final year marksheets/ certificates (i.e. Graduation, Law Graduation and Post Graduation) in the form of Grade/C.G.P.A./S.G.P.A. instead of percentage. In such a case, while filling up the form, the candidates should mention appropriate marks in the Column. The candidate should ensure that correct marks/ percentage of C.G.P.A./S.G.P.A. is calculated and entered in the form.
9. 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 College/University and fill the same in the online form.

10. The candidate should provide detailed information about any criminal case pending against him/her or disposed off. His candidature will be rejected at any stage if real information is concealed/hidden. If such hidden information is noticed by the administration, the candidate is liable to be terminated from the service without prior notice.
11. The candidate should provide his/her correct postal address with Pin Code, e-mail ID and active Mobile Number for correspondence purposes, if required.
12. The candidate should note down the Registration ID number, which will be displayed after submitting an application, and thereafter take the printout of the application by clicking on 'Print Application'.
13. The candidate shall fill up Online Application carefully and submit the same by clicking on the box containing the words "I agree". Thereafter, he/she cannot change/alter/edit/modify the information furnished by him/her in the Online Application. The Registry will not entertain any inquiry/query/ grievance in that respect.
14. The candidate shall take a printout of duly filled up Online Application. However, he/she should not send a printout of duly filled up Online Application or any Original or attested copies of any or all documents/certificates at the stage of submitting application online and shall produce the same along with the Originals thereof, as and when directed by this office.
15. In case of submission of more than one Online Application form by a candidate, his/her last application alongwith successful payment

of Registration fee would only be considered. No correspondence requesting to accept previous application(s) will be entertained by the office.

16. The Online Application will not be considered for the advertised post, unless the Online payment is received towards the Application fee. Moreover, even though the SB Collect Alphanumeric Reference Number (which gets generated only after successful payment) entered by the applicant in the Online Application form is found to be incomplete or incorrect, then the Application will also not be considered.
17. The candidate who is already in government service shall have to obtain prior approval and obtain a 'No Objection Certificate' from the present employer before applying to the advertised post by Online Application and produce the 'No Objection Certificate' at the time of document verification.

[G] Procedure for payment of fee :-

1. The candidates are required to pay a Registration fee of Rs. 200/- [Rupees Two Hundred only] through 'State Bank Collect' - online payment gateway facility only. After successful payment of Registration fee through "STATE BANK COLLECT", the candidate will get an Alphanumeric Reference Number. The candidates are advised to **take note of the Alphanumeric Reference Number**, which shall be filled up in the fee details /SB Collect Reference No., in the Online Application Form.

2. The candidates are directed to follow the instructions given on the official website of Bombay High Court as well as in the 'User Manual' for online payment through "STATE BANK COLLECT" facility and make payment of fee before 4 pm on **15/07/2025**.
3. Only successful payment transaction shall be considered for the acceptance of an Application of a candidate.
4. The High Court Registry shall not be responsible for the rules/terms & conditions framed or as will be framed by 'State Bank of India' in respect of transaction charges, subsequent to issuance of the advertisement. So also, the Registry will not entertain any query/claim, in any form whatsoever, in respect of Online payment made through 'State Bank Collect' facility. The Registry shall not be responsible for security/claim/loss etc. while making payment.
5. The candidates must note that the fee once paid will not be refunded in any circumstances, even in a case where fee for more than one Application form is paid by a candidate.

[H] Documents/Testimonials required to be produced at the time of the Viva-voce :-

- 1 The candidate who is eligible for the Viva-voce shall submit **self attested photocopies** of the following certificates/ documents and produce originals thereof for verification, at the time of the Viva-voce :-
 - a) A certificate of proof of Date of Birth (Birth Certificate issued by the Competent Authority or Board Certificate of the 10th Std.).

- b) The mark-sheets and passing certificates of educational qualifications, such as S.S.C., H.S.C., Graduation, Post Graduation, etc., and those candidates having mark-sheets in the form of Grade/C.G.P.A./S.G.P.A., shall provide documentary proof issued by the concerned Board/University/College, certifying the accurate conversion of grades into marks. In the absence of such documentary proof, the Application Form may be rejected.
- c) A certificate issued by Government Board (G.C.C.) or I.T.I. for the speed of 80 w.p.m. or above in English Shorthand and 40 w.p.m. or above in English Typing. In the Shorthand certificate 80 w.p.m. or above should be clearly mentioned whereas, in Typing certificate 40 w.p.m. or above should be clearly mentioned.
- d) A certificate of Computer proficiency issued by any reputed/ recognized institutions, as mentioned in eligibility criteria.
- e) Experience Certificate of the candidate, if any, issued by the employer, must specify the applicant's name, exact designation, pay scale/pay and period of employment indicating date (from – to), duration with the concerned organization, signature, date of issuance, and seal of the concerned organization. Offer Letter/Appointment Letter/ Pay slip in support of experience will not be entertained.
- f) A Caste Certificate from such an authority, as prescribed by the Government, for candidates claiming to be from reserved categories (Only in support of his/her claim for applicability of

maximum age limit).

- g) A Domicile Certificate.
- h) 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 Government Gazette/Certificate of Registration of Marriage issued by the Competent Authority, etc.

2 In addition to the above, at the time of the Viva-voce, the candidates must submit following **Original documents** :-

- a) A self declaration of a small family in the prescribed format (in Original) given with the advertisement.
- b) Original Character Certificates in the prescribed proforma given with this advertisement, issued by two respectable persons (means and include persons who are not facing any criminal proceedings or who have not been previously convicted or who have not been terminated or suspended from service on the ground of Moral Turpitude), with their names, full postal address and contact number. The said certificates should be issued on or after the date of publication of this advertisement, certifying that the candidate bears good moral character.
- c) A No Objection Certificate issued by the Government Office, where the candidate is already working and has applied with prior permission of the Head of Department (Original).

- 3 Additional Documents :-
 - a) Other essential documents in connection with the information provided in the Online Application Form.
 - b) Any other document, required by the Selection Committee.
4. Candidates' Responsibility:-

It is the responsibility of candidate to ensure that all the documents are authentic and meet the requirements. Discrepancies or failure to provide the required documents shall result in rejection of the candidature.

[I] Select List and Wait List :-

1. On the basis of performance of candidates in the Tests and Viva-voce, a Select List and Wait List of candidates for the above-said post will be prepared in the order of merit and the same will be published on the official website of the Bombay High Court in due course of time, after the selection process is over.
2. The Select List and Wait List shall be valid for a period of two (2) years from the date of it's publication on the official website of the Bombay High Court and shall stand lapsed thereafter, unless the validity period thereof is extended by the Honourable the Chief Justice.
3. The Wait List shall be operated only for filling in the vacancies that may occur due to non-joining of any candidate/s from the Select List within the stipulated time or, where a Select List candidate joins the post but resigns, etc. within the period of validity of the said list.

However, mere enlistment of name in the Select List/Wait List will not confer any right in favour of the candidates to claim Appointment for the post of Stenographer [Lower Grade].

4. The appointment to the above-said post shall initially be on Probation for a period of two (2) years. During the period of Probation and until a certificate about satisfactory completion of Probation period is issued, services of the appointee shall be liable to be terminated, at any time, even without giving any notice or assigning any reason.
5. The name of any candidate shall be removed from the Select/Wait List without any notice, if it is revealed that any information furnished by him/her in the Application Form is false/incorrect/wrong/ misleading/concealing material fact.
6. If any candidate on the Select/Wait List fails to join the duty within the period stated in the appointment order, his/her name will be struck off/removed from the Select/Wait List, without informing the candidate.

[J] Other Important Instructions :-

1. The candidates applying should ensure that they fulfil the prescribed eligibility and essential conditions on the date of publication of this Advertisement. Their admittance to Tests will be **purely Provisional** and subject to the verification of the certificates/documents from the Original produced at the time of Viva-voce.

2. The candidates are advised to take a note that, the work of Stenographer [Lower Grade] includes taking dictation and include other allied 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/on holidays in case of need and/or as per the directions of the Hon'ble Registrars/Superior Officers. The candidates should bear this fact in mind while applying for the post.
3. After appointment, the candidates will not be eligible to apply for transfer to any place before completion of five years service from the date of his/her appointment, in any circumstances.
4. The candidate shall ensure that the Application Form is properly filled in. The application containing incomplete/incorrect information will be rejected. If any of the particulars furnished by a candidate is found to be false or incorrect, at any stage of the selection process, the candidate will not be allowed to participate in the further selection process and if appointed, will be liable to be dismissed/terminated. The suppression of any material fact will be treated in the same manner.
5. A candidate trying to meet or bring pressure on any member of the Selection Committee, Officers/Employees working in High Court in respect of this selection process by himself or through anybody, he/she will be disqualified.
6. The schedule of the recruitment process is subject to change (even without any notice) on account of any requirement or unforeseen event/s beyond the control of the High Court Registry. Such a change or changes would be published on the official website of

Bombay High Court from time to time and no individual intimation thereof will be given to any candidate via any other mode. The candidates must frequently visit the official website of the Bombay High Court to know all the updates with regard to the selection process of the above post. The High Court shall not be responsible for non-receipt of any information on account of failure on the part of candidate to check the official website from time to time.

7. No complaint/grievance of any candidate shall be entertained or heard by the Selection Committee in case of failure on his/ her part to view/download/print the Admit Card within the stipulated time. A link to view/download/print the Admit Card will be provided on the official website of the Bombay High Court, in due course of time.
8. The decision of the Selection Committee on any issue, as would be raised at any stage during the entire selection process by any candidate, shall be final and binding upon the candidate.
9. The number of vacancies is tentative and subject to change(s) i.e. increase or decrease on account of any administrative reasons.
10. The High Court reserves the right to cancel/restrict/enlarge/modify/alter the conditions/rules of advertisement, if needed, without issuing any notice.
11. APPLICATIONS WHICH ARE FOUND NOT IN ORDER AS PER INSTRUCTIONS SHALL BE SUMMARILY REJECTED.

Sd/-

Date : 27/ 06 / 2025

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. That I have filled my application for the post of _____.
2. I 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 shall 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 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 : _____ Signature : _____
Date : / / Name: _____

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

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 good moral character and has nothing adverse which debars his/her suitability for Government job. He/she is not my relative.

Place : Signature _____

Date : Name _____

Address _____

Mobile No _____