

Instructions to candidates Date :- 28.03.2018

Stenographer (L.G.)

1. Applications are invited on-line from eligible candidates who fulfill eligibility criteria on 28.03.2018, for preparing Select List/Wait List of the candidates for the post of Stenographer (L.G.) on the establishment of the District Court. 1% of the posts are reserved for persons with disability, that is to say, 1% for those whose one leg is affected, as per High Court Notification No. Rule/X – 2319/71, dated 20th November, 2009.

2. **Eligibility Criteria :- Stenographer (L.G.)**

Qualification :- A candidate for being eligible -

- (a) minimum passed S.S.C. Board Examination. Preference will, however, be given to Graduate and Law Graduates of any Recognized University in any faculty.
- (b) must have passed Government Commercial Certificate Examination, or examination conducted by Government Board or I.T.I. of Shorthand speed of 100 w.p.m. and minimum English typing speed of 40 w.p.m. and Marathi Typing with speed of 30 w.p.m. and Marathi Shorthand speed of 80 w.p.m.
- (c) must possess Computer knowledge Certificate of any of the following Institutes :
 - a) DOEACC/NIELIT
 - b) University
 - c) C-DAC
 - d) MS-CIT
 - e) Vocational Course – State Government
 - f) Vocational Course – Central Government
 - g) ITI – Central Government
 - h) ITI – State Government
 - i) Technical Board.
- (d) Candidate should not have total number of living children more than 02 due to the children born after 28.03.2006.

Junior Clerk

3. Applications are invited on-line from eligible candidates who fulfill eligibility criteria on 28.03.2018, for preparing Select List/Wait List of the candidates for the post of Junior Clerk on the establishment of the District Court. 2% of the posts are reserved for persons with disability, that is to say, 1% for those with hearing impaired and 1% for those whose one leg is affected, as per High Court Notification No. Rule/X – 2319/71, dated 20th November, 2009.

4. Eligibility Criteria :- Junior Clerk

Qualification :- A candidate for being eligible -

- (a) minimum passed S.S.C. Board Examination. Preference will, however, be given to Graduate and Law Graduates of any Recognized University in any faculty.
- (b) must have passed Government Commercial Certificate Examination, or examination conducted by Government Board or I.T.I. for English Typing with speed of 40 w.p.m. and Marathi Typing with speed of 30 w.p.m.
- (c) must possess Computer knowledge Certificate of any of the following Institutes :
 - a) DOEACC/NIELIT
 - b) University
 - c) C-DAC
 - d) MS-CIT
 - e) Vocational Course – State Government
 - f) Vocational Course – Central Government
 - g) ITI – Central Government
 - h) ITI – State Government
 - i) Technical Board.
- (d) Candidate should not have total number of living children more than 02 due to the children born after 28.03.2006.

Peon/Hamal

5. Applications are invited on-line from eligible candidates who fulfill eligibility criteria on 28.03.2018, for preparing Select List/Wait List of the candidates for the post of Peon/Hamal on the establishment of the District Court. 2% of the posts are reserved for persons with disability, that is to say, 1% for those with hearing impaired and 1% for those whose one leg / one arm is affected, as per High Court Notification No. Rule/X-2319/71, dated 20th November, 2009.

6. **Eligibility Criteria :- Peon/Hamal**

Qualification :-

- (a) A candidate must have passed minimum 7th Standard with good physique.
- (b) Candidate should not have total number of living children more than 02 due to the children born after 28.03.2006.

7. **Age Limit for all posts**

- a) 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 specified for the time being by the Government of Maharashtra on 28.03.2018.
- b) The upper age limit prescribed for recruitment is relaxed upto 45 years in case of physically handicapped 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 posts.

8.

RECRUITMENT CALENDAR

Sr. No.	Date	Process
1	27.03.2018	Publication of advertisement in local newspaper by concerned District Courts.
2	28.03.2018	Detailed advertisement on Bombay High Court website. Application will be received on-line from 8.00 a.m.
3	10.04.2018	Link of detailed advertisement will be disabled at 5.30 p.m.
4	16.04.2018	Publication of list of shortlisted eligible candidates on website.
5	21.04.2018 to 27.04.2018 (excluding court holidays)	Shortlisted candidate shall tender printout of Form to the concerned District Court where candidate is shortlisted and obtained Hall Ticket.
6	06.05.2018	Screening Test of shortlisted candidates for the post Junior Clerks and Peons/Hamal.
7	10.05.2018	Result of Screening Test.
8	09.06.2018	Local Language Typing Test for the post of Junior Clerks.
9	14.06.2018	Result of Local Language Typing Test.
10	12.05.2018 & 13.05.2018	Test of Activeness and Cleanliness of candidates for the post of Peons/Hamal.
11	16.05.2018	Result of Activeness and Cleanliness Test.
12	17.06.2018	English Typing Test for the post of Junior Clerks.
13	21.06.2018	Result of English Typing Test.
14	10.06.2018	English Dictation Test of shortlisted candidates for the post of Stenographer (L.G.).
15	23.06.2018	Local Language Dictation Test of shortlisted candidates for the post of Stenographer (L.G.).
16	27.06.2018	Result of English Dictation Test and Local Language Dictation Test.
17	01/07/2018	Local Language Typing Test for the post of Stenographer (L.G.) after result immediately English Typing Test on the same day.
18	03/07/2018	Result of English Typing Test.
19	Between 09.07.2018 to 13.07.2018 (day to day)	Interview for the post of Stenographer (L.G.).
20	Within one week from the last day of interview. (20.07.2018)	Final lists of Stenographer (L.G.), shall be prepared and submitted to the High Court for approval.
21	Between 16.07.2018 to 30.07.2018 (day to day)	Interview for the posts of Junior Clerk and Peon/Hamal.
22	Within one week from the last day of interview. (07.08.2018)	Final lists of Junior Clerk and Peon/Hamal shall be prepared and submitted to the High Court for approval.

NOTE : If any day in the above calendar happens to be a day on which such activity cannot be conducted, the activity shall be conducted on the next day and the calendar shall stand appropriately adjusted, subject to approval of High Court.

NOTE : Dates are subject to change/modification if necessary, subject to approval of the High Court.

Chart showing details of vacancies of Subordinate Courts			
Post	Stenographer (L.G.)	Jr. Clerk	Peon/Hamal
Edu. Qualification	S.S.C.	S.S.C.	VII
Age	Minimum 18 years, Maximum 38 years (Reserved Categories – 43 years & Physically handicapped – 45 years) for all posts.		
Computer Knowledge***	Essential	Essential	–
Typing**	Eng - 40 wpm	Eng - 40 wpm	–
	Mar - 30 wpm*	Mar - 30 wpm*	–
Shorthand**	Eng - 100 wpm	–	–
	Mar - 80 wpm*	–	–
* - Except Diu, Daman, Dadra and Nagar, Haveli, Silvassa			
** - Recognised by Government Commercial Certificate Examination or Examination conducted by Government Board or ITI			
*** - Either of DOEACC/NIELIT/University/C-DAC/MS-CIT			
VACANCIES	Stenographer (L.G.)	Jr. Clerk	Peon/Hamal
Pay Scale	(Rs.9300-34800+4300 GP)	(Rs.5200-20200+1900 GP)	(Rs.4440 -7440 + 1300 GP)
Establishments			
Bombay City Civil Court	2	150	158
CMM, Mumbai	12	150	84
Court of Small Causes, Mumbai	12	144	90
District Courts			
Ahmednagar	58	288	144
Akola	36	74	72
Amravati	30	120	96
Aurangabad	88	224	146
Beed	15	95	77
Bhandara	26	130	62
Buldana	17	46	75
Chandrapur	45	107	88
Dhule	13	52	43
Gadchiroli	10	54	32
Gondia	18	82	40
Jalgaon	10	210	120
Jalna	30	104	50
Kolhapur	36	110	112
Latur	28	104	106
Nagpur	24	172	160
Nanded	26	144	114
Nandurbar	6	50	20
Nashik	22	130	84
Osmanabad	20	100	60
Parbhani	14	100	86
Pune	115	378	150
Raigad-Alibag	20	136	78
Ratnagiri	20	130	70
Sangli	32	128	108
Satara	32	178	90
Sindhudurg	12	40	20
Solapur	50	128	92
Thane	46	254	147
Wardha	42	176	90
Washim	30	66	52
Yavatmal	12	170	146
Diu	0	0	4
Daman	2	6	4
Silvassa	2	8	0
Total	1013	4738	3170

Stenographer (L.G.) 1013, Junior Clerk 4738, Peon/Hamal 3170 = Total 8921

Common Instructions to all Candidates

9. Candidates must carefully read all the instructions displayed here before actually submitting applications, so as to avoid mistakes.
10. The applications shall be submitted on-line only by 10.04.2018. The applications will not be received by post/hand delivery or courier. Candidates should not send any testimonials, documents, certificates to the recruiting officers and should not handover such documents to any officials of the Court till they are asked for.
11. Before starting filling in on-line 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 each file size should not exceed 40KB each and shall attach the same at the appropriate places shown in the on-line application form.
12. To avoid last minute rush, the candidates are advised to submit the applications well in advance. The website would accept the applications round the clock i.e. for 24 hours till 5.30 p.m. on 10.04.2018, when the link would be disabled.
13. The candidates who are already in Government Service shall obtain the certificate from their department that department has no objection to consider his candidature. Thereafter the candidate shall submit said certificate at the time of Interview.
14. Candidates shall note that they may apply for several posts in several Districts. However since the recruitment tests are going to be held on the same day and same time in all Districts, the candidates will be able to appear only at one place. Therefore, every candidate may assess his chances of selection according to his qualification and number of posts advertised in each establishment and give preferences of establishments and posts for which he would like to be considered. He may give as many as 10 preferences. But once application is submitted it would be final, it cannot be modified in any respect.

15. Candidates shall further note that the same candidate, cannot apply twice and there will be only one application of each candidate. If multiple applications are filled, by the same candidate, only the first application would be considered. If a candidate is not qualified according to the essential qualification, option of that post would not be available for him.
16. The computer will not accept an incomplete application or an application which as per the particulars furnished by the candidate makes him ineligible for the post.
17. Candidate must state whether he would like to be considered as one belonging to reserved category or as general category candidate. If a candidate opts to be considered for the reserved category and does not produce the certificates entitling him to be considered in the concerned category, he would be disqualified for furnishing wrong information and would not be considered against general category.
18. The candidate should not send any original or attested copies of the documents/ certificates at the stage of submitting application on-line.
19. No enquiry in relation to any application shall be entertained by Office of any District Courts or Taluka Courts. Only enquiries on technical aspects till the link of detailed advertisement is disabled can be made (not by e-mail) on following phone numbers of Computer Section, Bombay High Court, during office hours.

Phone Nos. :- 1) 022 – 22676751
2) 022 – 20820359
20. Candidates may note that their eligibility would be assessed on the information furnished by them believing that the information is true. If any candidate is found to have given false, wrong or incorrect information, such candidate would not only be disqualified but may also face prosecution. Such candidates would be debarred from appearing in any examination for applying for any posts under the High Court or District Courts.

21. After filing of on-line application, candidates shall obtain on-line acknowledgment as well as printout of whole application. Later on, after publication of list of eligible shortlisted candidates on website, he shall personally tender that printout of application by duly affixing the same photograph which was uploaded earlier and putting signature in black ink in the places provided thereto, to the concerned District Court where he is shortlisted and shall obtain Hall Ticket from the District Court by submitting one passport size photograph and by producing their own identity documents (any one) like Aadhar Card, Identity Card, Passport, Driving License, Voters Card, Pan Card, Photo Identity Card issued by employer or educational institution etc.
22. High Court has reserved the right of shortlisting the candidates on the basis of higher educational qualification and academic excellence.
23. The candidates to note that while submitting printout of application form they shall submit one passport size photograph for preparation of hall ticket.
24. For the posts of Stenographers (L.G.), there will be no screening test. For the posts of Junior Clerks and Peons/Hamal, the shortlisted candidates would have to undergo screening test. After the screening test the candidates equal to seven times the number of post advertised shall be called for further tests like typing for Junior Clerks and cleanliness and activeness for Peons/Hamal. If there are more than one candidate, who have secured identical cut off marks in screening test, as may be fixed by the Recruitment Committee, for maintaining the ratio of 1:7, all such candidates shall be called upon to appear for Typing Test for Junior Clerks and cleanliness and activeness test for Peons/Hamal. Based on performance at such tests, candidates equal to three times the number of posts advertised would be asked to appear for interview. Lists so prepared shall be displayed in the Office of District Court, with time table of interview.

25. The screening test for the post of Junior Clerk shall carry 40 marks comprising of 20 multiple choice objective type questions in local language, while screening test for the post of Peons shall carry 30 marks comprising of 15 multiple choice objective type questions, for testing General Knowledge including knowledge of History, Civics, Science, Geography, Sports, Literature, Grammar and current events. Questions on computer knowledge shall be also included in the screening for the Junior Clerks.

Examinations

26. Instructions to candidates appearing for examination.-----

1. Do not write your name or anyother word or any other symbol on any part of answer sheet otherwise your answers will not be evaluated.
2. Write the registration number correctly, in a given column for registration number, on the first page of answer sheet, which is mentioned in the Identity Card (hall ticket).
3. Shade the box of correct answer completely and carefully with the black sketch pen and do not use ('X') or tick mark ('√') in the box.
4. Candidates would not be allowed to bring mobile phone or other electronic equipments in the examination hall.
5. Candidate shall bring his writing equipments especially black sketch pen with him.

27. **Stenographers (L.G.)** :- For the post of Stenographer, the candidate shall have to appear in the Speed Test of 20 marks each in shorthand in English and local language. Particulars of the said Test are as below:-

Sr. No.	Language	Duration of dictation	Speed of dictation	Total words	Transcription time
1	English	6 minutes	100 wpm	600	40 minutes
2	Local	8 minutes	80 wpm	640	45 minutes

28. After securing cut off marks in the Shorthand Test, the candidate shall have to appear in Typing Test of local language and English on Computer

each carrying 20 marks as well as interview carrying 20 marks as directed by District Recruitment Committee, as per Guidelines enumerated below in the Caption “Junior Clerk”.

29. **Junior Clerks** :- The local language typing test carrying 20 marks shall comprise of 300 words to be typed by the candidates within 10 minutes (30 wpm) on Computers. The services of stenographers in the District Court shall be used for the evaluation of the sheets typed by the candidates.
30. Candidates who would obtain cut off marks in local language typing test as decided by the Recruitment Committee only would be eligible for appearing the English typing test.
31. The list of such eligible candidates shall be displayed in the office of the District Court and on the official website of each District Court.
32. The English typing test on Computer carrying 20 marks shall comprise of 400 words to be typed by the candidates within 10 minutes (40 wpm). The services of stenographers in the District Court shall be used for checking of the sheets typed by the candidates.
33. While evaluating English and local language typing test Papers, 1 mark should be deducted for 5 mistakes. Omissions would be treated as mistakes. In spelling the same word many times, if errors are committed, then it would be treated as only one mistake.
34. Candidates who would obtain cut off marks in English Typing, as decided by the Recruitment Committee only would be held eligible for interview. Candidates equal to 3 times of the number of posts advertised based on total number of marks obtained by him in English Typing test, local language Typing test and screening test shall be called for interview. If there are more than one candidate who have secured same marks as secured by the last candidate shortlisted for maintaining the ratio 1:3, all such candidates shall be called to appear for interview.

35. **Peon/Hamal** :- Activeness test and cleaning test :- The test of activeness carrying 5 marks for the post of peons/Hamal shall be held on the date as may be declared in the advertisement. In this test the swiftness and promptness in the movements of the candidates shall be tested.
36. The test of cleaning carrying 5 marks of the building and the premises of the Court building for the post of peons/Hamal shall be held on the same day on which the test of activeness is held. The skill and swiftness in the work of cleaning the Court building and premises by the candidates shall be examined by taking actual work through the candidates. Based on performance in screening test, activeness and cleanliness test, list of the candidates eligible for interview with time table of interview, shall be displayed on the Notice Boards of the District Court, on the same day. Such candidates shall not be more than 3 times of the number of posts advertised. If there are more than 1 candidate, who have secured same marks as secured by the last candidate so shortlisted for maintaining the ratio 1:3 all such candidates shall be called upon to appear for interview.

Interview

37. Candidate, who is likely to be called for interview, must submit to the respective Registrar of the District Court, the attested copies of the following certificates and originals thereof, at the time of interview :-
- (i) Certificate or proof of date of birth (Leaving /Birth Certificate/ SSC)
 - (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.
 - (v) Certificate about prescribed knowledge in Computer operation issued by University/Institute as mentioned in the column of qualification.

- (vi) Certificates of requisite speed in English and Marathi typing issued by Bureau of Government Examinations, Maharashtra State, or Government Board or I.T.I.
 - (vii) Disability Certificate issued by the Civil Surgeon / Medical Superintendent of concerned District Government Hospital, if applicable.
 - (viii) A caste certificate from such authority as may be prescribed by the Government, wherever applicable.
 - (ix) Declaration of Small Family [Form "A"(Original)] which is available below the Advertisement.
 - (x) No objection certificate from the department if candidate is in Government Service.
38. Interview carrying 20 marks, of eligible candidates for the post of Stenographers (L.G.), Junior Clerks, 10 marks for the post of Peons/Hamal respectively shall commence from the day as may be declared in the advertisement, in the following sequence – 1) Stenographers, 2) Junior Clerks and 3) Peons/Hamal on day to day basis, by Members of Recruitment Committee. The Committee shall prepare final select/wait list of the each post, stating the marks obtained by the candidates in each test.
39. The Committee has decided that wherever there is no bench mark fixed for selection, it shall be at 35% marks with relaxation of 5% marks for the candidates belonging to Scheduled Caste/Schedule Tribes.
40. The select/wait list shall be prepared under the signature of all Recruitment Committee Members and the same shall be submitted for approval of the High Court, alongwith requisite information in the prescribed proforma, minutes of Recruitment Committee signed by all the Members, and statement as to whether the reservation policy has been followed in spirit. The number of candidates in the select/wait list shall not be more than the post advertised. Only on approval of the select/wait list by the High Court it shall be displayed on the Notice Boards of the concerned District Courts and on the above mentioned official Website of the High Court.

41. The candidates will have to appear for tests and interview on scheduled dates, at their own expenses.
42. The schedule of recruitment process is subject to change on account of any unforeseen events 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 from time to time.
43. A candidate trying to meet or bring pressure on members of the Selection Committee, Officers/ Employees working in District Court in respect of this selection process either by himself or through anybody else will be disqualified. Decision of Selection Committee in this behalf will be final.
44. The selection / appointments will be made strictly in the order of merit on the basis of the marks secured by the candidates in all examinations and interview.
45. The prescribed format of application is available on the official website of the High Court i.e. <https://bhc.gov.in/bhcrecruitment/>
46. The Select List /Wait List will be valid for such period as may be prescribed by the High Court.
47. **The Bombay High Court has not demanded any fee for this recruitment. It is totally free. Candidates to note that, they shall not send any Demand Draft, Pay Order, Cheque etc. towards any type of fee at the time of filling the application.**
48. The candidates to note that on the establishment of City Civil & Sessions Court, Mumbai and Small Causes Court, Mumbai in Class IV cadre there is post of 'Hamal' and not the post 'Peon' whilst, on all other establishments there is post of 'Peon' in Class IV cadre and not of 'Hamal'. While filling on-line application form the candidates shall take note of the same. If a candidate applies for the post of 'Peon' / 'Hamal' and gives choice of the establishment of City Civil & Sessions Court, Mumbai or Small Causes Court, Mumbai, then his/her application will be treated for

the post of 'Hamal' and not for 'Peon'. For all other establishments if a candidate applies for the post of 'Peon/Hamal', then his/her application will be treated for the post of 'Peon' only.

49. For the post of 'Peon/Hamal' it is mandatory to mention the marks of 7th Standard. For the post of 'Peon/Hamal' if candidate has passed 7th Std. examination and further higher qualification i.e. 10th or 12th Std. etc., and if he/she does not have mark list of 7th Std., then he/she shall notionally enter 50% marks (i.e. marks obtained '50' out of total marks '100') for 7th Std. while filling in on-line application so that his/her application will be accepted by computer.

50. Preference for the Post and District given by candidate would be binding on him/her and if candidate is short-listed for the first choice given by him/her, his/her other options would not be considered and the candidate would have to appear at the recruitment process for the concerned post in the concerned District only. Likewise if he/she is shortlisted for second or next preference then further options will not be considered and so on.

eg. If a candidate has given first preference for the post of Peon/Hamal and second preference for Junior Clerk or Stenographer (L.G.) and if he is shortlisted in his first preference for Peon/Hamal, then his second preference for Junior Clerk or Stenographer (L.G.) will not be considered and so on.

51. For the post of 'Clerk or Stenographer (L.G.)' it is mandatory to mention the marks of 10th Standard.

52. The option of Posts will not appear in the Post Drop Box of the on-line application unless and until the candidate has entered particulars of the marks required for minimum qualifications for the post applied.

i.e.

- For the post of peon/Hamal minimum qualification is of 7th Standard and mentioning of its marks is mandatory for the candidates applying for said post.

- For the post of Jr. Clerk and Stenographer (L.G.) the minimum qualification is 10th Standard and mentioning of its marks is mandatory for the candidates applying for the said posts.

53. It is mandatory for candidate to mention the particulars of entire educational qualifications possessed by them in the Educational Information Column. i.e. If a candidate is possessing M.Com Degree he should mention the details of 7th, 10th (SCC), HSC, B.Com and then M.Com for the post of Peon/Hamal, and for the post of Jr. Clerk or Stenographers he should mention the details of 10th (SCC), HSC, B.Com. and then M.Com.

54. After filling the on-line application form i.e. giving preferences for post and court location, the candidate shall agree to the Declaration by clicking the check box of “I Agree” and thereafter submit the application by pressing the “Submit Application” button. Thereafter no changes in the application form can be made.

DECLARATION (FORM – A)

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

_____ do hereby declare as follows that :-

- 1) I have filled in my application for the post of _____
- 2) I have _____ (Number) living children as on today. Out of which number of children born after 28th March 2005 is _____ (mention date of birth, if any),
- 3) I am aware that, if any total number of living children are more than two due to the children born after 28th March 2006, I am liable to be disqualified from the same post.

Place :

Date :

(Signature of the Applicant)