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

HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT AURANGABAD

No. Adm/ Advt./ Jr.Trans./ 2035/ 2026 **Dt.18/11/2026**

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 10 candidates and a Wait List containing names of two candidates for the post of **"Junior Translator and Interpreter"**, 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 :-

1. Age limit :-

Category	Minimum Age Limit	Maximum Age Limit
For General (Open)	18 Years	38 Years
For Scheduled Castes, Scheduled Tribes or Other Backward Classes or Special Backward Class specified for the time being by the Government of Maharashtra	18 Years	43 Years
For High Court/ Government Employees, applying through a proper channel	18 Years	Not Applicable

2. Educational Qualifications :-

(i) A candidate should possess a degree from a recognized University in languages viz. English, Hindi, Marathi and Gujarathi. Preference will be given to candidates who are holders of a Degree in Law from a recognized University.

(ii) Candidate should be proficient in English and at least any two of the following languages viz. Hindi, Marathi, Gujarathi & Konkani;

(iii) A Candidate should possess a 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	

m) Certificate regarding Qualification of Computer Knowledge specified in Government Resolutions dated 04/02/2013, 08/01/2018, and 16/07/2018 issued by Information Technology (G.A.D.) Department of Government of Maharashtra.

3. No candidate shall be eligible for appointment :-

(i) if he/she is not a citizen of India; or

(ii) if he/she is not competent to enter into a contract; or

(iii) if he/she has been convicted for an offense 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

(iv) if he/she has been convicted by any Criminal Court or there is a criminal prosecution pending against him/her; or

(v) 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

(vi) if he/she has more than two children, born after 28/03/2006.

[B] Scheme of Examination :-

1. The Eligible shortlisted candidates shall be required to undergo a Screening Test of 100 Marks for Three Hours duration on the following syllabus :

Part - I

Screening Test of 100 Marks, which includes	
English Grammar	30 Marks
Essay	20 Marks
Letter Writing	10 Marks
Translation from English to any two of the following languages viz. Hindi, Marathi, Gujarathi & Konkani.	40 Marks
Total Marks	**100 Marks**
(Minimum passing marks will be 50)	
PART -II	
Viva-Voce	**20 Marks**
Note : Candidates passing the Screening Test alone will be eligible for appearing in Viva-voce.	

2. Though the minimum passing marks will be 50 for the Screening Test, power to increase the benchmark of 50 marks is reserved, if large number of candidates secure marks in excess of 50 marks.

[C] Shortlist :-

1. 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. Preference will be given to candidates who are holders of a Degree in Law from a recognized University.

[D] Instructions to the candidates :-

1. The eligibility of candidates shall be decided after scrutiny of the applications and/or after verification of documents at any stage before Viva-voce. Only successful candidates based on the merit list of Screening Test would be called for Viva-voce.

2. The eligible candidates will have to appear for the Screening Test and Viva-voce, as and when called for, at their own expenses. They shall also keep with them **printout** of their Admit Cards, along-with original photo-identity proof, such as, **original** Adhaar/ PAN/ Election Card/ Driving License/ Passport etc. while appearing for the said Test 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 Test/ Viva-voce.

3. The time-table and venue of the Screening 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 viz. ***https://bombayhighcourt.gov.in.*** The Admit Cards for said Test 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 their Admit Cards 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, on the basis of marks obtained by him/her in the Screening Test, shall be finally decided after scrutiny of the applications, verification of original documents and testimonials produced at the time of the Viva-voce. After due scrutiny, only eligible candidates will be allowed to appear for the Viva-voce.

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 Screening Test.

6. No complaint/ grievance shall be entertained or heard by the High Court, in case of absence of candidates for the Screening Test or

Viva-voce etc. on the scheduled date and time on account of not checking relevant notice/ circular regarding any change so notified on the official website of the Bombay High Court from time to time or for any other reasons.

7. The Selection / Appointments will be made strictly in the order of merit, based on the marks secured by the candidate in the screening test and viva voce.

8. The High Court reserves all the rights to modify/adopt any suitable procedures to shortlist / select / reject the applications of candidates at any stage, without giving any prior intimation to candidates. The decision of the Hon'ble Selection Committee shall be final in this selection process.

9. The candidate should provide his/ her correct postal address with Pin Code, e-mail-ID and active Mobile Number for correspondence purposes, if required.

[E] <u>Instructions regarding Online Application Form</u> :-

1. Applications will be scrutinized by a computerized programme. Therefore, the candidates are advised to minutely go through all the instructions and detailed advertisement, 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.gov.in*** within a period of 15 days from the date of publication of the advertisement, i.e., from **25/11/2026 (10.00 a.m.) to 09/12/2026 (05.00 p.m.).** For this purpose, they will have to pay fee of **Rs. 200/-** (Plus transaction charges as would be levied by the bank) through a payment link of State Bank Collect **before 04.00 p.m. on 09/12/2026**.

The aforesaid link for submitting Online Application will be disabled after **05.00 p.m., on 09/12/2026**. 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 once the link for submitting online applications is disabled.

3. Before commencing the process to fill up Online Application, the candidate must have his/ her latest passport sized 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 or 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 qualifications, a 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 their marks obtained in the last/ final year of Graduation 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 their 5th Year 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. are calculated and entered in the form.

9. If a candidate holds grades in final mark-sheet, it is his/ her responsibility to get grades converted into marks/ percentage from the concerned College/ University & to fill the same in application.

10. The candidates should note down their Registration ID numbers, which will be displayed after successfully submitting the online application, and thereafter take the printout of the application form by clicking the tab 'Print Application'.

11. The candidates 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 query/ grievance in that respect.

12. The candidate shall take a printout of duly filled up Online Application and shall produce the same along with the Originals thereof, as and when directed by this office. 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 time of submitting application online

13. In case of submission of more than one Online Application Form by a candidate, the last application alongwith successful payment of Registration fee would only be considered. No correspondence requesting to accept previous applications will be entertained.

14. 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 also the Application Form will not be considered valid for the recruitment process.

15. The candidate who is already in service with the High Court of Bombay (including all its Benches) or District Courts or in any other Government Departments, shall take prior approval and obtain a 'No Objection Certificate' from the present employer for applying to the post of 'Junior Translator and Interpreter' on this establishment. The candidates shall produce the said 'No Objection Certificate' at the stage of document verification at the time of Viva-voce.

[F] <u>Procedure for payment of fee</u> :-

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", a 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 **04.00 pm on 09/12/2026.**

3. Only successful transaction shall be considered for the acceptance of online Application Form 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 fees once paid will not be refunded in any circumstances, even if fees for more than one Application form is paid by any candidate.

[G] <u>Documents/ Testimonials required to be produced at the time of Viva-voce</u> :-

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 Viva-voce :-

a) A certificate of proof of Date of Birth (Birth Certificate issued by the Competent Authority / School Leaving Certificate/ 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 of Computer proficiency issued by any reputed/ recognized institutions, as mentioned in eligibility criteria i.e. Clause A[2](iii) of this Advertisement.

d) Experience Certificate regarding Translation and Interpretation work, if any, issued by the employer on letterhead having name, post (designation), period of work experience of candidate, his pay scale during the said period of work and office address, contact details, email, signature, date of issuance, and seal of the office/ institute,etc. It is also informed that the Offer Letter/ Appointment Letter/ Pay slip in support of experience will not be entertained.

e) A Caste Certificate from such an authority, as prescribed by the Government, for candidates claiming to be from reserved categories (Only in support of claim for applicability of maximum age limit).

f) A Domicile Certificate.

g) In case of a 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 above-said documents, the candidates must submit following **Original documents,** at the time of the Viva-voce :-

a) A self declaration of a small family in the prescribed format (in Original) given with the advertisement.

b) Two 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 into rejection of the candidature.

[H] Select List and Wait List :-

1. On the basis of performance of candidates in the Screening Test 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 its publication on the official website of the Bombay High Court and shall stand lapsed thereafter, unless the validity period thereof is extended by the order of Honourable the Chief Justice of the Bombay High Court.

3. The Wait List will be considered and come into operation only after the Select List gets exhausted completely. Apart from this, it will be taken into consideration for filling in the vacancies that may occur due to **(a)** non-joining of any candidate/s from the Select List within the stipulated time or; **(b)** in the event when a candidate on Select List joins the post but resigns, or; **(c)** in the event that any candidate included in Select List fails to establish capacity in law (i.e. mental incapacity or death) within the validity of period of List, the appointment shall be offered to a candidate from the waiting list, in accordance with the applicable rules and procedure. However, mere inclusion 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 Junior Translator and Interpreter.

4. The appointment to the above-said post shall initially be on Probation for a period of two (2) years. During the said period and until a certificate about satisfactory completion of Probation period is issued, service 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 List or on the Wait List, if qualifies as stated in point No.3 above, 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.

[I] Other Important Instructions :-

1. The candidate/s applying should ensure that they fulfill the prescribed eligibility criteria 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 Originals thereof produced at the time of Viva-voce.

2. The schedule of recruitment process may change (even without any notice) on account of any requirement or unforeseen event/s beyond the control of 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.

3. 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 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.

4. A candidate trying to meet or bring pressure on any member of the Selection Committee, Officers/ Employees working in the High Court, in respect of this selection process, in person or through anybody, will be disqualified.

5. 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 period. 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.

6. 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.

7. The number of vacancies is tentative and subject to change i.e. it may increase or decrease on account of any administrative reasons.

8. The appointment of a candidates is subject to clearance of Medical Examination and Police Verification regarding character of the candidate and also subject to the conditions contained in Clause H[3] of this Advertisement.

9. The High Court Registry reserves all the rights to cancel/ restrict/ enlarge/ modify/ alter the conditions/ rules of advertisement, if needed, without issuing any notice, at any stage of the recruitment process.

10. APPLICATIONS WHICH ARE FOUND NOT IN ORDER AS PER INSTRUCTIONS SHALL BE SUMMARILY REJECTED. NO GRIEVANCE IN THAT REGARD WILL BE ENTERTAINED.

[J] <u>Nature of Duties</u> :

Work of a ‘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 & Konkani languages, as per the directions of the Hon’ble Court and also to perform such duties of as may be directed from time to time by the Registrar and /or by Superior Officers. Candidates 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 Registrars/ Superior Officers. The candidate should bear this fact in mind while applying for the post.

Sd/-
Registrar [Administration]
High Court of Judicature at Bombay,
Bench at Aurangabad.

Date : 18/ 11/ 2026

D E C L A R A T I O N

I, Shri/ Smt./ Kum._____,
son/ daughter/ wife of Shri_____,
aged____years, resident of_____
_____.
do hereby declare as follows :-

1. That I have submitted my application for the post of _____.

2. I affirm that all the details filled up in the Application Form are true and correct as per my knowledge. If any information is found to be false/ incorrect/ misleading or concealing the facts, 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, Number 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 :
Date : Name & Signature of the Applicant

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

C H A R A C T E R C E R T I F I C A T E

Certified that, Shri/ Smt/ Kum._____

_____,son/ daughter/ wife of Shri._____, Age :_____,

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 :

Date :

Signature _____

Name : _____

Mobile No._____

Age _____Occupation_____

Address_____

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