

## ADVERTISEMENT

### HIGH COURT OF JUDICATURE AT BOMBAY

**Applications are invited Online for preparation of Select List/Wait List from the eligible aspirant candidates for the Post of Associates on the establishment of High Court, Original Side, Mumbai**

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- (A) Select list of 7 (Seven) Candidates  
[After keeping 1 (One) Post reserved for the Persons with Disability\*]  
\*The said 1 (one) reserved Post for the Persons with Disability will be filled in near future
- (B) Wait List of 4 (Four) Candidates  
**Note – 1:** Eligible candidates of all categories can apply for this general recruitment drive.  
**Note–2 :** The Select List/Wait List so prepared shall ordinarily be valid for a period of two years from the date of its notification.
- (C) Pay Scale – Rs.78,800-209200/- [Pay Matrix 25] and other admissible allowances as per rules. (Pay scale is subject to revision)

**A] ELIGIBILITY:**

Sr. No	Eligible Category	Age as on the date of application			Educational Qualification	Experience
		Minimum for All categories	Maximum			
			Open Category	Reserved Category*		
1.	Members of High Court Staff and staff in subordinate judiciary	21 years	45 years	45 years	1. Must possess degree in law from a recognized University. 2. possess Certificate about computer proficiency obtained from any of the following Institutes @	Minimum three years experience after acquiring Degree in law from recognised University
2.	Practicing Advocate	21 years	38 years	43 years	1. Must possess degree in law from a recognized University. 2. possess Certificate about computer proficiency obtained from any of the	As a practicing Advocate, he must have five years experience in the High Court of Judicature at Bombay or its

					following Institutes @	subordinate Courts on the date of application
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\* Candidates belonging to Scheduled Caste, Scheduled Tribe, Other Backward Class OR Special Backward Class specified by the Government of Maharashtra.

@ Computer Proficiency certificate any of the following institutes is required :-

- (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) BOSTAN; (k) CEDIT; (l) MS-CIT (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.

Preference will be given to :

- (i) Candidates who have a minimum speed of 80 w.p.m. in English Shorthand and 35 w.p.m. in English typing;
  - (ii) Candidate who is able to read, write and speak Marathi language.
2. All the norms, criteria, right of shortlisting the Candidates at any stage on the basis of higher educational qualification and academic excellence is reserved with the appointing authority.

#### B] SELECTION PROCESS :

3. The eligible shortlisted candidates shall be required to undergo screening/written test of 100 marks for three hours duration on the following Syllabus :-

##### (A) SCREENING/WRITTEN TEST

Sr.No.	Subjects	Syllabus	No. of marks
1.	General English	Essay, Precis Writing, Letter Writing, Grammer etc.	30
2.	Legal Knowledge	i) Bombay High Court Original Side Rules	50
		ii) C.P.C., Cr.P.C., Limitation Act, Bombay Court Fees Act, Bombay Stamp Act	20
		Total	100

(Minimum passing marks will be 50)

##### (B) VIVA-VOCE – 50 MARKS

4. The eligibility of the candidates shall be decided at any stage after scrutiny of the applications or after verification of documents or after testimonials produced at the time of viva-voce. Only successful eligible candidates from screening/written test would be called for Viva-Voce.

5. The screening/written test will be held only at Mumbai. The Time-table for screening/written test of the eligible shortlisted candidates will be displayed on the Official website of the Bombay High Court. The Call letters/Hall Tickets will be made available on the official website of the Bombay High Court. The candidates are advised to visit the website from time to time.

6. The candidates will have to appear for tests and viva-voce on scheduled dates, at their own expenses. They shall also keep with them Original photo-identity proof, such as, Adhaar/PAN/Election Card/Driving License/Passport etc. while appearing for the tests and Viva-Voce.

7. No complaint/grievance shall be entertained or heard by the High Court, in case of absence of candidates for the screening/written test or viva-voce etc. on scheduled date and time on account of belated receipt of intimation regarding any change so notified or on any other count.

8. 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 published on the official web site of the Bombay High Court from time to time.

#### **C] INSTRUCTIONS TO THE CANDIDATES**

1. The candidate shall submit the application online only in the prescribed format through the High Court website i.e. <https://bombayhighcourt.nic.in>
2. Eligible candidate as per the detailed advertisement shall apply and pay the fee of Rs.25/- as per procedure mentioned below for online payment from 1<sup>st</sup> September,2022 to 15<sup>th</sup> September 2022. The Link shall be opened at 11.00 a.m. on 1<sup>st</sup> September 2022 and same shall be closed at 05.00 p.m. on 15<sup>th</sup> September 2022 after which the link will be disabled.
3. The incumbents are ordinarily required to work from 10.00 a.m. to 5.00 p.m. and even beyond these hours in case of exigencies and as per the directions of the Hon'ble Judges.
4. Before commencing 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 attach the same at the appropriate places shown in the online application form.
5. Procedure for filling up the form as per the given advertisement is available on <https://bombayhighcourt.nic.in>. The Candidate shall also go through the instructions separately annexed.

6. Candidate shall fill up online application carefully and submit the same by pressing "I AGREE" button. Thereafter, he / she cannot change / alter / edit / modify the information submitted by him / her in the online application. The Registry will not entertain any inquiry / grievance in that respect.
7. The Candidate shall take printout of duly filled up online application. The candidate should not send printout of duly filled up online application or any original or attested copies of the documents / certificates at the stage of submitting application online. The candidate shall produce the said printouts and copies of documents as and when directed by this office.
8. In case of submission of more than one online application by a candidate, his / her last application alongwith fees would only be considered.
9. The candidate who are already in service in High Court at Bombay or in Subordinate Courts shall take prior approval and obtain 'No Objection Certificate' from the present employer for applying to the post of Associate on this establishment and produce the same at the time of verification of documents.
10. The online application will not be considered for the advertised post unless online payment is made towards application fees.
11. The fees of Rs. 25/- should be paid by online mode only at the time of submitting application. The fees shall not be refunded in any case. Mere payment of fees by a candidate does not create any right in favour of the candidate to appear for the Screening / Written Test.
12. After publication of list on the official web-site of the Bombay High Court, only shortlisted candidates shall pay a sum of Rs. 250/- towards examination fees, by Online mode only. The said fees shall not be refunded in any case.
13. Procedure for online payment.
  - a) A candidate is required to pay fees through 'SBI Collect' – an online payment gateway facility only.
  - b) Candidates are directed to follow the instructions given in the 'User Manual' for online payment through 'SBI Collect' facility.
  - c) Only Successful payment transactions shall be considered for the acceptance of application.

- d) High Court Registry does not take any responsibility of the rules / terms and conditions framed or will be framed by 'SBI Collect'. So also the Registry will not entertain any inquiry / claim in any form whatsoever in respect of payment through 'SBI Collect' facility. The Registry does not take any responsibility of security / claims etc. while making payment. (Disclaimer).
14. Candidate, who is likely to be called for viva-voce, must submit to the Registrar Original Side, High Court, Bombay, attested copies of the following certificates and originals thereof at the time of viva-voce :-
- (i) Certificate or proof of date of birth (School Leaving / Birth Certificate / Board Certificate of SSC, etc.) ;
  - (ii) The Mark Sheets and passing certificates of Graduation, Post Graduation and Post Law Graduation, if any;
  - (iii) As far as practicing Advocates are concerned, Sanad issued by Bar Council of Maharashtra and Goa alongwith certificate of Practice issued by respective Advocates' Bar Association and Identity Card issued by Bar Council of Maharashtra.
  - (iv) Certificate issued by the Government Board (G.C.C.) or I.T.I. for the speed of 40 w.p.m. or above in English Typing or 80 w.p.m. or above in English shorthand, if he possesses. (Optional)
  - (v) Certificate issued by reputed institutions mentioned herein above showing proficiency in Computer;
  - (vi) A caste certificate from such authority as may be prescribed by the Government, wherever applicable (only in support of his claim for applicability of maximum age)
  - (vii) Domicile Certificate in State of Maharashtra;
  - (viii) A declaration of small family in the prescribed format (Form 'A');
  - (viii) Original Character Certificates, in the proforma given with this advertisement (Form 'B'), issued by two respectable persons, with their name, designation and full postal address, issued on or after date of publication of the advertisement, certifying that the candidate bears good moral character;

- (ix) No Objection Certificate issued by the High Court or Subordinate Court where the candidate is already working and has applied with prior approval of Head of the Department alongwith Identity Card issued by the High Court or Subordinate Court
  - (x) In case of married female candidate, if she has changed her name after marriage, document regarding change of her name, such as copy of Government Gazette / marriage certificate issued by Competent Authority etc. and
  - (xi) Other essential documents in connection with the information provided in the online application form.
  - (xii) Any other document if asked by the Registry.
15. An application containing incomplete / incorrect information will be rejected. If any of the particulars furnished by a candidate are found to be false or incorrect, the candidate will not be allowed to participate in the selection process and if appointed, will liable to be dismissed / terminated without any notice. The suppression of any material fact will be treated in same order.
16. A candidate trying to meet or bring pressure on members of the Selection Committee, Officers / Employees working in the High Court in respect of this selection process either by himself or through anybody else will be disqualified.
17. The Select List so approved shall be valid for a period of two years from the date of its publication. The list shall stand lapsed thereafter, unless period is extended by the Hon'ble the Chief Justice.
18. The Wait List so approved shall be valid for a period of two years from the date of its publication or till publication of fresh Select / Wait List for the post of Associate, whichever occurs earlier.
19. The Wait List shall be operated only for occurrence of vacancy in future including vacancy caused by non-joining of the candidate from the Select List within stipulated time allowed for joining the post or where a Select List candidate joins the posts but resigns etc. within a period of one year from the date of joining, if a fresh Select List is not available by that time.

20. An appointment to the above said post shall initially be on probation, for a period of two years. During the period of probation and until certificate about satisfactory completion of probation period is issued, services of the appointee shall be liable to be terminated at any time, without giving any notice or assigning any reason.
21. The candidate's name shall be removed from the Select / Wait List without any notice, if any information furnished in the Application Form is found false / incorrect / wrong.
22. If a candidate on the Select / Wait List fails to join duties within the period stated in appointment order, his / her name will be removed from the Select / Wait List.
23. The selection / appointments will be made strictly in the order of merit on the basis of the marks secured by the candidates in the screening test and viva-voce.
24. The decision of Selection Committee shall be final in this selection process.

Dated this 23rd day of August 2022.

**By Order,**

Sd/-

**REGISTRAR GENERAL,  
HIGH COURT OF JUDICATURE AT BOMBAY**

**FORM - A**  
**DECLARATION**

- 1) I the applicant \_\_\_\_\_ do hereby declare that I have not been arrested or convicted for any offence and that no case / complaint is pending against me in any Criminal Court for any offence.
- 2) I further 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 will 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 \_\_\_\_\_ children born after 28<sup>th</sup> March 2015 is \_\_\_\_\_ (mentioned dates of birth, if any.)
- 4) I am aware that, if total number of living children is more than two due to the children born after 28<sup>th</sup> March 2015, in contravention of directions issued by the Notification dated 28<sup>th</sup> March 2005 issued by General Administration Department, Government of Maharashtra, I am liable to be disqualified for the said post.

**Place : -**

**Date : -**

**Name and Signature of Applicant**

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



**FORM – B****Character Certificate**

Certified that Shri / Smt. / Kum. \_\_\_\_\_  
 son / daughter / wife of Shri \_\_\_\_\_ R/o \_\_\_\_\_  
 \_\_\_\_\_ is well known to  
 me since last \_\_\_\_\_ years. To the best of my knowledge and belief he /she bears 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 &amp; Designation : - \_\_\_\_\_

 \_\_\_\_\_  
 Address : -  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email Id : \_\_\_\_\_

### Instructions for filling up online application

1. The candidate should read full detailed advertisement for the post of Associate before filling up the Online Application form. The Registry will not entertain any inquiry / grievance in that respect.
2. Before filling up rest of the details in Online Application, the candidate must pay Registration Fee Rs. 25/- through "SBI Collect" an online payment gateway facility and get an alphanumeric reference number which shall be filled up in fee details / SBI Collect Reference No. in Online Application.
3. Candidate should give correct detailed address with Pin Code for correspondence.
4. Candidate should provide correct E-mail ID and his / her own registered Mobile number on which correspondence will be made, if any.
5. Married candidate should fill correct information in the respective column. If married candidate does not have children should fill '0' (Zero) in respective column.
6. While filling up the information regarding educational qualification, candidate should mention his / her qualification in following sequence :-
  - i) Graduation,
  - ii) Post Graduation
7.
  - a] Candidates should mention the marks obtained in the last year of Graduation in column of Graduation under the head Details of Educational Qualification.
  - b] Candidates who have completed 5 years Graduation course in law should mention his/her Degree accordingly and mention his/her marks obtained in the 5<sup>th</sup> year.
  - c] Candidates who have completed 3 years Graduation course in law should first mention his degree obtained before completion of degree in law and mention his/her marks obtained in the last year of both the degree courses. For example, if the degree obtained is B.Com., the same shall be so stated by stating marks obtained in last year of B.Com. thereafter if the Degree in Law of three years course is obtained, the same shall be so stated by stating marks obtained in the last year of LL.B.
  - d] Some Universities have issued final year mark sheets / certificates (i.e. Graduation, Post Graduation and Law Graduation) in the form of Grade /

C.G.P.A. / S.G.P.A. instead of percentage. In this case, while filling up the form, the candidates should mention appropriate percentage in the Column of percentage.

- e) If the candidates have completed post graduation in law, he shall accordingly mention the same with marks obtained in the last year.
8. Candidate should provide detail information about any Criminal/Disciplinary case pending or disposed off against him / her. His candidature will be rejected at any stage, if real information is hidden. If such hidden information is noticed by the administration, the candidate is liable to be terminated from the service without prior notice.
9. Before submitting application candidate should ensure that he has filled up application correctly. After clicking 'Declaration' column, candidate should click on 'Submit' button.
10. Candidate should note down the Registration ID Number which will be displayed after submitting of an application and thereafter take out the printout of the application by choosing option 'Select'.
11. In case of submission of more than one online application by a candidate, his / her last application alongwith fees would only be considered.

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