

## **::ADVERTISEMENT::**

### **HIGH COURT OF JUDICATURE AT BOMBAY**

Applications are invited Online from candidates, who fulfill eligibility criteria on the date of publication of this advertisement, for preparing a Select List of 8 candidates and a Wait List of 2 candidates for the post of “**Junior Translator and Interpreter**” for “**Marathi**” Language on the establishment of High Court of Judicature at Bombay in the Pay Matrix Level S-18: Rs.49100-155800/- plus allowances, as admissible as per Rules.

There shall be reservation of 4% posts, i.e, one post for person with disabilities in pursuance of the directions given in Writ Petition (L) No. 1137/2018 with P.I.L. No. 72 of 2018 (P.I.L No. 46 of 2018 Aurangabad Bench). The post for the persons with disabilities, as may be notified after identification of the suitable categories of disability, will be filled in the near future as per the Notification of the Bombay High Court.

#### **[A] ELIGIBILITY CRITERIA AND OTHER ESSENTIAL CONDITIONS:-**

##### **1. Age Limit:-**

<b>Category</b>	<b>Minimum Age Limit</b>	<b>Maximum Age Limit</b>
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. Essential Qualifications: -**

- (a) Candidates should hold a degree from a recognised University in languages viz. English, Marathi. Preference will be given to candidates who are holders of a Degree in Law from a recognised University;
  - (b) Candidates should be proficient in English and Marathi and at least any one of the following languages viz. Hindi, Konkani;
3. A candidate should possess a Computer Certificate about proficiency in the 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) University established under the Maharashtra Universities Act, 1994.
  - (b) Goa / Maharashtra State Board of Technical Education
  - (c) NIC
  - (d) D.O.E.A.C.C.
  - (e) APTECH
  - (f) NIIT
  - (g) C-DAC
  - (h) DATAPRO
  - (i) SSI
  - (j) BOSTON
  - (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.

**4. 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 by a criminal Court or has a criminal case pending against him/her; or
- iv) if he/she has been permanently debarred or disqualified for any term by any Court or Union or State Public Service Commission from appearing in any examination conducted by such body during such disqualification; or
- v) if he/she has more than one living spouse; 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**

<b>SCREENING TEST OF 100 MARKS, which includes</b>	
English Grammar	30 marks
Essay	20 marks
Letter Writing	10 marks
Translation from English to Marathi and any one of the following languages viz. Hindi, Konkani.	40 marks
<b>TOTAL MARKS</b>	<b>100 MARKS</b>

*(Minimum passing marks will be 50)*

**Part-II**

<b>VIVA-VOCE</b>	<b>20 MARKS</b>
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2. The eligibility of the 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 the screening test would be called for Viva-voce.
3. The screening test will be held in Mumbai only. The Timetable for screening test of the shortlisted candidates will be displayed on the Official website of the Bombay High Court viz. <https://bombayhighcourt.nic.in>. The Call letters/Hall Tickets for screening 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 the Admit Card and printing it from the link after shortlist provided on the Official website of the Bombay High Court.
4. The candidates will have to appear for screening test and viva-voce on scheduled dates and time, at their own expense. They shall keep with them printout of Admit Card with valid Original photo-identity proof such as Aadhaar/ PAN/ Election/Voter ID Card/ Driving License / Passport, while appearing for the screening test and Viva-Voce.
5. 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 website from time to time or for any other reasons.

6. The schedule of the recruitment process is subject to change on account of any unforeseen event/s beyond the control of the High Court Registry. Such a change or changes would be published only 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 recruitment and selection process of the aforesaid post. The High Court shall not be responsible for non-receipt of any information on account of his/her failure to check the official website from time to time.
7. The candidate should provide his/her correct e-mail ID and own Mobile Number on which correspondence will be made, if required.
8. 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.
9. 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. The list of shortlisted candidates shall be displayed on the official website of the Bombay High Court. Merely satisfying eligibility criterion or acceptance of application form, does not entitle the candidate to be called for the test.

**[C] SELECT LIST AND WAIT LIST:-**

1. On the basis of the performance of candidates in the Screening Test and Viva-voce, a Select List/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 completed.
2. The Select List and Wait List shall be valid for a period of **two** years from the date of publication thereof on the official website of the Bombay High Court and shall lapse thereafter, unless the validity period thereof is extended by the Hon'ble the Chief Justice, High Court, Bombay.
3. The Wait List shall be operated for filling up the vacancies that may occur due to the 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 and if any vacancy arises in the cadre of Junior Translator and Interpreter', owing to any reason whatsoever. However, mere enlistment of name of candidate on either the Wait List or Select List does not confer any right in favour of Wait Listed 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** years. During the period of probation and until a certificate about satisfactory completion of the probation period is issued, the services of the appointee shall be liable to be terminated, at any time, without assigning any reason or giving any notice.

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.

**[D] OTHER IMPORTANT INSTRUCTIONS TO THE CANDIDATES:-**

1. Applications will be scrutinized by 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 candidate shall submit the application online only in the prescribed format through the Official Website of the Bombay High Court i.e. <https://bombayhighcourt.nic.in>.
3. As per the detailed advertisement, the candidates who fulfill the eligibility criteria shall apply and pay the **Registration Fee** of Rs.50/- as per the procedure mentioned below for online payment from **1<sup>st</sup> August, 2024** to **15<sup>th</sup> August, 2024**. The Link shall be opened at 11:00 a.m. on **1<sup>st</sup> August, 2024** and the same shall be closed at 05:00 p.m. on **15<sup>th</sup> August, 2024** after which the link will be disabled. To avoid the 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.

*Note:- Examination fees is separate from the Registration Fees and Examination fees shall be collected from the shortlisted candidates only*

4. Before commencing the process of filling up the Online Application Form, 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 appropriate places shown in the Online Application Form.
5. The procedure for filling up the Online Application form as per the given advertisement is available on <https://bombayhighcourt.nic.in>. The Candidate shall also go through the instructions annexed separately.
6. The Candidate shall fill up the online application form carefully and submit the same by pressing the “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 note down Registration number which will be displayed after submitting of an application and thereafter take a printout of the duly filled in application from the tab ‘Print Application’. The printout or any original or attested copies of the documents/certificates need not be sent to the Registry at the stage of submitting online application. The candidates shall produce the printout of the Application Form and self-attested photocopies of the documents/certificates 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 along with fees would only be considered. No correspondence requesting to accept previous applications will be entertained.
9. 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 '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 'No Objection Certificate' as and when directed by this office.
10. The **Registration fees of Rs. 50/- 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 registration fees by a candidate does not create any right in favour of the candidate to shortlist him/her or to appear for the screening test (written exam).** The online application will not be considered for the advertised post unless online payment is made towards Registration fees.

11. After scrutiny of the application forms and documents, a list of shortlisted candidates will be published on the official website of the Bombay High Court. The **Examination Fee** for the screening test (written test) will be informed to the candidates at the time of publishing the list of the shortlisted candidates as above. Only shortlisted candidates shall pay the examination fees by Online mode only.
12. The candidate shall ensure that the Application form is properly filled. The application containing incomplete / incorrect information will be rejected. If any of the particulars furnished by a candidate are 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.
13. A candidate directly or indirectly attempting to bring pressure on any member of the Selection Committee, Officers/Employees working in the High Court in respect of this selection process shall be disqualified.
14. 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.

**[E] VERIFICATION OF DOCUMENTS:-**

The candidates, who are likely to be called for Viva-voce must submit to the Office, self-attested photocopies of the following documents/certificates and produce originals thereof for verification at the time of Viva-voce:-

- (a) Certificates or proof of Date of Birth (School Leaving / Birth Certificate)
- (b) The Mark-sheets and passing certificates of educational qualification, such as SSC, HSC, Graduation, Law Graduation and Post Graduation etc. and those candidates having mark-sheets in form of Grade/ C.G.P.A / S.G.P.A. shall provide documentary proof in support of conversion of such Grade / C.G.P.A / S.G.P.A. into marks entered by the candidate while filling the Online Application Form issued by the concerned Board/University/College. In absence of such documentary proof, the Application Form may be rejected.
- (c) Experience Certificate regarding Translation and Interpretation work if any issued by the employer on letterhead having the name, post (designation), period of work experience of the candidate and office address, contact details, email, signature, date of issuance, and seal of the office/institute, etc.
- (d) Certificate issued by reputed institutions mentioned above in clause 3 of the [A] Eligibility Criteria showing proficiency in Computer;
- (e) A Caste Certificate, from such authority as may be 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);
- (f) A Domicile Certificate of a candidate issued by the Competent Authority from the State of Maharashtra;

- (g) A declaration in Original of a small family in the prescribed format (Form 'A') as per Notification dated 28<sup>th</sup> March, 2005 of General Administration Department, Government of Maharashtra;
- (h) Original Character Certificates in the proforma given with this advertisement (Form 'B'), 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, designation, seal/stamp and full postal address. The said certificates should be issued on or after the date of publication of this advertisement, certifying that the candidate bears good moral character. In the case of Government Employees, such Character Certificates are to be issued by the Head of the Department.
- (i) No Objection Certificate issued by the High Court of Bombay or District Courts or any other Government Department where the candidate is already working and has applied with prior approval of the Head of the Department along with an Identity Card issued by the High Court or District Courts or any other Government Departments, as the case may be.
- (j) In the case of a married female candidate, if she has changed her name after marriage, a document regarding the change of her name, such as a copy of the Government Gazette/ Marriage Certificate issued by the Competent Authority, etc.

**[F] NATURE OF DUTIES:-**

1. To translate documents assigned to them by the Chief Translator and Interpreter.
2. To interpret documents assigned to them for Viva-voce interpretation.
3. To attend meetings before various officers of the High Court for interpretation work.
4. To attend courts for Interpretation work. Nonetheless, they are responsible for what they translate.
5. Any other work assigned by the Chief Translator and Interpreter/Registry.

**[G] INSTRUCTIONS REGARDING ONLINE APPLICATION FORM:-**

1. The candidate should read the full detailed advertisement for the post of 'Junior Translator and Interpreter' before filling up the Online Application Form. The Registry will not entertain any inquiry/grievance in that respect.
2. Before filling up the details in Online Application Form, the candidate must pay the Registration Fee of Rs.50/- 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 Form.
3. Candidate should give his/her the correct address in detail with the area PIN Code for correspondence.
4. Candidate should provide the correct E-mail ID and his/her own registered Mobile number on which correspondence will be made, if any.

5. Married candidates should fill correct information in the respective column. If a married candidate does not have any child, he/she should fill '0' (Zero) in the respective column.
6. While filling up the information regarding educational qualifications, the candidate should mention his/ her qualification in the following sequence:-
  - i) S.S.C.
  - ii) H.S.C.
  - iii) Graduation
  - iv) Post Graduation
7. Candidates should mention the marks obtained in the last year of Graduation in a column of Graduation under the head Details of Educational Qualification.
8. 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.
9. Candidates who have completed 3 or 5 years Graduation course in Law, should first mention his/her degree obtained before completion of a 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.A. the same shall be so stated by stating marks obtained in the last year of B.A. 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.

10. Where the final year mark sheets / certificates mentions Grade/ C.G.P.A / S.G.P.A and does not show total marks obtained/out of marks, in such case while filling up the form, the candidates should mention appropriate marks in the columns, as received from the concerned Board/University/College.
11. If the candidates have completed post-graduation in law, they shall accordingly mention the same with marks obtained in the last year.
12. Candidate should provide detailed information about any Criminal/Disciplinary case pending or disposed of against him/her. The candidature/application will be rejected at any stage, if real information is hidden by the candidate. If such hidden information is noticed by the administration, the candidate is liable to be terminated from the service without prior notice.
13. Before submitting the Application Form candidate should ensure that he/she has filled up the Application Form correctly. After clicking the 'Declaration' column/box, the candidate should click on the 'Submit' button.
14. Candidate should note down the Registration ID Number which will be displayed after submitting the application and thereafter take the printout of the Application Form by choosing the option 'Select'.

**[H] PROCEDURE FOR FEE PAYMENT:-**

1. A candidate is required to pay Registration fees of Rs.50/- through 'SBI Collect' – an online payment gateway facility only. After successful payment of the Registration Fee through "SBI Collect", the candidate will get an alphanumeric reference number. Candidates are requested to take note of the alphanumeric reference number, which shall be filled up in fee details / SBI Collect Reference No. in the Online Application Form, therefore.
2. Candidates are requested to follow the instructions given in the 'User Manual' for online payment through the 'SBI Collect' facility.
3. Only Successful Payment transactions shall be considered for the acceptance of the application.
4. The High Court Registry does not take any responsibility of the rules/terms & conditions framed or as may be framed by 'State Bank of India' in respect of transaction charges, subsequent to the publication of this advertisement. Also, the Registry will not entertain any query/claim, in any form whatsoever, in respect of online payment made through the 'State Bank Collect' facility. The Registry does not take any responsibility of security/claim/loss etc. while making payment.

Dated this 1<sup>st</sup> day of August, 2024

**By Order,**

**Sd/-**

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



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

I, Shri/Smt./Kum. \_\_\_\_\_

son/daughter/wife of Shri/Smt. \_\_\_\_\_

aged \_\_\_\_\_ years, resident of \_\_\_\_\_

do hereby declare as follows:-

- 1) 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 of children born after **28<sup>th</sup> March 2005** is \_\_\_\_\_ (mentioned dates of birth, if any.) \_\_\_\_\_
- 4) I am aware that if a total number of living children is more than two due to the children born after 28<sup>th</sup> March 2006, I am liable to be disqualified for the said post in view of the Government Notification dated 28<sup>th</sup> March, 2005 issued by the General Administration Department, Government of Maharashtra.

**Place:-**

**Date:-**

**Name and Signature of Applicant**

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**Note:-** Unmarried Candidates should mention “Not Applicable” at the relevant places while filing the above Declaration.

**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 that debars his / her suitability for Government job.  
He / She is not my relative.

**Place:-**

**Date:-**

Signature:- \_\_\_\_\_

Name:- \_\_\_\_\_

Designation:- \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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