

HIGH COURT LEGAL SERVICES SUB-COMMITTEE, AURANGABAD

**Address:-ADR Centre Building, behind High Court Building, Jalna Road, Aurangabad- 431009.
E-mail Id: hclsscabd@gmail.com**

Advertisement Date: 05.10.2023

Last Date of submission of Application: 12.10.2023, till 05.00 pm

Appointment of Accountant on Contract Basis

High Court Legal Services Sub-Committee, Aurangabad (hereinafter called as 'HCLSSC, Aurangabad' for brevity) invites applications from the suitable candidates for appointment of an Accountant (One Post), purely on Contract basis for the period of 11 months.

A. Eligibility Criteria:

- (a) The applicant must be a citizen of India.
- (b) **Minimum Educational Qualification :** - Candidate must be a Commerce Graduate from any recognized University.
- (c) **Work Experience:-** Candidate having work experience as an accountant will be preferred. Experience certificate or documents in support to that regard must be attached with the application.
- (d) **Knowledge of Computer:-** Candidate must be MS-CIT & should have knowledge of softwares such as Microsoft Office, Excel etc. (The candidate having knowledge of Tally programme would be preferred)

- (e) **Typing Speed:-** The Candidate must have knowledge of typing. His/her typing speed shall not be below 30 w.p.m. (Marathi & English)
- (f) **Language Proficiency:-** Candidate must have knowledge of languages such as English, Marathi and Hindi.
- (g) **Age Limit :-** The candidate should not be less than 21 years & more than 38 years of age on the date of publication of this advertisement.

B. Remuneration/Pay:

The candidate may be paid a consolidated amount of Rs.25,000/- per month as Honorarium for his/her assignment and he/she shall not be entitled for any other allowances and shall not be treated or deemed to be in regular employment of the HCLSSC, Aurangabad.

C. Terms and Conditions:

- a) The above appointment is purely on contract basis, and it carries no right or promise of subsequent/permanent employment in favour of the candidate.
- b) The appointment to the above said post shall be for a **period of 11 months** and the candidate shall not be entitled to claim permanency or regularisation on any ground. His/Her services can be terminated by HCSSC, Aurangabad at any time before completion of the stipulated period of 11 months, without giving any notice.
- c) The eligible candidates shall submit their applications in prescribed format along with the self-attested copies of documents and send the same on the office address of HCLSSC, Aurangabad. In case of any problem, enquiry may be made on office telephone numbers of HCLSSC, Aurangabad i.e. 0240-2951445, Mobile No.8591903617.
- d) The last date for submission of application form is 12/10/2023 **till 05:00 p.m.** Application received after the said date & time shall not be considered.
- e) High Court Legal Services Sub-Committee, Aurangabad reserves the right to adopt appropriate method for shortlisting the candidates at any stage.

- f) The shortlisted candidates will have to appear for interview as and when called for, at their own expenses. The candidates shall keep with them any one of the proof of their identity e.g. PAN card, Aadhar card/Driving License/Voter ID etc. while appearing for interview.
- g) Candidates called for interview shall submit to the Secretary, High Court Legal Services Sub-Committee, Aurangabad, self-attested copies of following certificates and must bring original thereof for Verification:-
1. Certificate or proof of date of birth (School or College Leaving Certificate or Birth Certificate or SSC Certificate etc.)
 2. Mark Sheet and passing certificate of Graduation/Post Graduation etc. and other documents/certificates such as proficiency in computer operation as mentioned by candidate in the application form.
 3. In case of married female candidate, if she has changed her name after marriage, document regarding change of her name such as a copy of Govt. Gazette/marriage Certificate issued by the competent Authority, etc.
 4. Eligibility of candidates called for interview shall be finally decided after scrutiny & verification of documents/testimonials produced.
 5. If any of the particulars furnished by a candidate is found to be false and/or incorrect, the candidate will not be allowed to participate in the selection process and if appointed, shall be liable to be terminated/removed without notice. Willful/deliberate/intentional suppression of any material fact will also receive same/similar treatment.
- h) On the basis of performance of candidate in interview, a Select List containing name of one candidate and a Wait List containing name of one candidate for above said post will be prepared as per the order of merit and the same will be displayed on the Notice Board of the office and the official website of the Bombay High Court.
- i) Candidate trying to meet or bring pressure on member/s of the Selection Committee, Officers/Employees working in the High Court in respect of this selection process, either by himself or through anybody else, and/or by any means shall stand disqualified.

- j) The application should be sent on following address. The envelope containing the application should be clearly labelled as "Application for the post of Accountant on Contract Basis" and addressed to :

**The Secretary,
High Court Legal Services Sub-Committee,
High Court Bench at Aurangabad
Jalna Road, AURANGABAD – 431 009.**

- k) Instructions for candidates:-

1. Candidates shall note that, no person shall be eligible for Appointment:-

- i) If he/she has been convicted for an offence involving moral turpitude or he/she is or has been permanently debarred or disqualified by the High Court or UPSC or any State Service Commission from appearing at examinations or selections conducted by them; or
- ii) If he/she has been convicted by Criminal Court or there is a criminal prosecution pending against him/her ; or
- iii) If he/she is not competent to contract; or

- l) Incomplete application shall be rejected.

- m) Interview date, time and the venue will be communicated/ informed to the short listed candidates individually on their Whats App/email as provided.

High Court Legal Services |
Sub-Committee, Aurangabad |

Date: ~~10/02/2023~~ |
05/10/2023

sd
Secretary

PROFORMA

**APPLICATION FOR THE POST OF ACCOUNTANT IN THE OFFICE OF
HIGH COURT LEGAL SERVICES SUB-COMMITTEE, AURANGABAD**

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1	Full Name of candidate	
2	Father's/Husband's Name	
3	Date of Birth (Age of candidate on the date of advertisement)	
4	Permanent Address	
5	Correspondence Address	
6	Mobile No. and E-mail ID	
7	Aadhar Number	
7	Present Occupation, If any	
8	Nationality	
9	Educational Qualification with Percentage of Marks obtained	
10	Typing Speed	Marathi – English –
11	Languages Known	
12	Computer Skill	
13	Work Experience	
14	Any other Special qualification(s)/Achievements	

Place:

Date:

Signature of the Candidate

Undertaking of the Applicant

I _____ do, hereby, declare that above information furnished by me is true and correct and if anything found to be false or incorrect then my candidature/appointment shall be cancelled.

Place:

Date:

Signature of the Candidate