

:: A D V E R T I S E M E N T ::
HIGH COURT OF JUDICATURE AT BOMBAY
PRINCIPAL SEAT AT BOMBAY

The Online Applications are invited from aspirant candidates, who fulfill the eligibility criteria and other essential conditions, **on the date of publication of this advertisement**, for preparation of **Select List of 35 candidates and Wait List of 09 candidates**, for the post of **Personal Assistant to the Hon'ble Judge** on the establishment of High Court of Judicature of Bombay, Principal Seat at Bombay, having validity period of 02 years. Details of the post are mentioned below :-

Name of the Post	Total vacant post		4% Post reserved for persons with disability	Select List (No. of posts)	Wait List (No. of posts)	Pay Matrix
	Existing vacant posts	Vacancy of posts expected to arise in next 2 years				
Personal Assistant to the Hon'ble Judge	18	18	01	35	09	S-23 : ₹67700– 208700/- Plus Allowances, admissible as per Rules
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Note :- The posts reserved for persons with disability will be filled in near future after framing of guidelines by the High Court.

1. Eligibility Criteria and other essential conditions :-

[A] Age limit :-

Category	Minimum Age Limit	Maximum Age Limit
For General (Open)	21 years	38 years
For Scheduled Castes, Scheduled Tribes, Other Backward Class or Special Backward Class specified for time being by the Government of Maharashtra	21 years	43 years
For High Court/ Government Employees, applying through a proper channel	21 years	Not applicable

[B] Educational Qualification :-

- (I) must possess a University Degree. However, this condition may be relaxed, if the candidate is working as a Stenographer (Lower Grade) for not less than 10 years or Stenographer (Higher Grade) for not less than 8 years in the High Court or in any other Court or Tribunal or in the office of Advocate General or Government Pleader. Preference being given to candidates possessing a Degree in Law;
- (II) must have passed English Shorthand Examination of speed of 120 w.p.m. or above from Government Commercial Certificate Examination or Industrial Training Institute.
- (III) must have passed English Typing Examination of speed of 50 w.p.m. or above of Government Commercial Certificate Examination conducted by Maharashtra State Bureau of Examination or Government Certificate in Computer Typing Basic Course (GCC-TBC) conducted by Maharashtra State Council of Examination (MSCE) or Industrial Training Institute.

Note: The candidates who have passed Computer Typing Basic Course (GCC-TBC) English Typing speed of 50 w.p.m. or above conducted by Maharashtra State Council of Examination (MSCE) are exempted from producing Certificate about proficiency in Computer Operations, as per Government of Maharashtra, General Administration Department (Information Technology) Supplementary Circular No. मातंसं २०१२/प्र.क्र.२७७/३९ dated 16/07/2018 .

- (IV) The candidates who possess English Typing Certificate for speed of 50 w.p.m. or above of Government Commercial Certificate Examination or Industrial Training Institute (I.T.I.), must possess -
 - (a) Certificate regarding qualification of Computer knowledge specified in Government of Maharashtra Resolution, Information Technology (GAD) Department No. मातंसं २०१२/प्र.क्र.२७७/३९ dated 04/02/2013 and Supplementary Circular No. मातंसं २०१२/प्र.क्र.२७७/३९ dated 08/01/2018.

OR

(b) Certificate about proficiency in Computer 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 :-

- (i) University established under the Maharashtra Universities Act, 1994.
- (ii) Goa/Maharashtra State Board of Technical Education
- (iii) NIC (iv) APTECH (v) NIIT (vi) C-DAC
- (vii) DATAPRO (viii) SSI (ix) BOSTON (x) CEDIT
- (xi) MS-CIT

[C] 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 does not possess good character and antecedents; or
- iv) if he/she has been convicted by a criminal court or have criminal complaint pending against him/her; or
- v) if he/she has more than two children, born after 28/03/2006 vide Maharashtra Civil Services (Declaration of Small Family) Rule, 2005; or
- vi) if he/she has been convicted by offence involving moral turpitude or is or has been permanently debarred or disqualified by any Court or Union or State Public Service Commission, as the case may be, from appearing in any examination or selection process conducted by it; or
- vii) if he/she has more than one living spouse.

[D] Those candidates who are presently under Court/Government service shall take prior permission and obtain 'No Objection Certificate' from their present office. Such candidates shall produce the said certificate as and when directed by the Registry.

2. Scheme of Examination :-

- (i) **The Shorthand and Typing Tests will be of 40 marks, each and the Viva-voce will be of 20 marks. Minimum passing marks for Shorthand Test and Typing Test will be 20 marks each and for Viva-voce 08 marks.** The Shorthand Transcription and Typing Test will be taken on Computer. The candidate passing the Shorthand Dictation Test will only be eligible for the Typing Test and on qualifying the Typing Test, he/she will be eligible for the Viva-voce.

- (ii) The examination shall consist of the following three parts :-

PART – I (Shorthand Test- 40 marks)

Dictation of two passages in English containing total 600 words for jotting down dictation in 5 minutes and transcription thereof in 35 minutes, for ascertaining speed and accuracy in Shorthand.

PART – II (Typing Test- 40 marks)

A passage in English containing 500 words for typing in 10 minutes, for ascertaining the speed and accuracy in English Typing.

PART – III (Viva-voce - 20 marks)

- (iii) The time table, venue of tests, viva-voce and the results of recruitment process at all stages shall be displayed on the official website of the Bombay High Court i.e. <https://bombayhighcourt.nic.in>. The candidates can download their Hall Ticket/Admit Card for Shorthand Dictation Test, the Typing Test and the Viva-voce from their individual profile. The candidates are advised to visit the website from time to time.

3. Instructions regarding Online Application Form :-

- (i) Applications will be scrutinized by Computerized programme. Therefore, the candidates are advised to go through the instructions in advertisement before filling up the Online application form. The Registry will not entertain any inquiry/grievance in that respect.
- (ii) Online Application Form should be filled up on computer by using web browsers.
- (iii) The candidates shall have to submit their application online only, in the prescribed format through the Bombay High Court website i.e. <https://bombayhighcourt.nic.in> for which link shall **open at 11.00 a.m. on 18/08/2025 and shall close at 5.00 p.m. on 01/09/2025**. To avoid last minute rush, candidates are advised to submit the applications well in advance.
- (iv) Applications in any other mode like post/hand delivery/ courier, etc. will not be accepted.
- (v) Before commencing process to fill up Online Application, the candidate must have his/her latest passport size photograph (3.5 c.m.x 4.5 c.m.) and signature (3 c.m. x 2.5 c.m.) duly scanned in separate files in

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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. Also make sure that same should be clearly visible.

- (vi) The candidate shall visit Bombay High Court website i.e. <https://bombayhighcourt.nic.in> and click on the 'Recruitment', click on 'Apply online'. Before commencing to fill in Online Application, the candidate shall pay Examination Fee **Rs.1000/-** by clicking on the link available provided through **"SBI Collect"** an online payment gateway facility and get an alphanumeric reference number which shall be filled up in fee details/ SB Collect Reference No. in Online Application.
- (vii) Candidate should fill up correct full name (spelling) as per educational documents/certificates available with him/her.
- (viii) Candidate should provide his/her correct detailed address with Pin Code, e-mail address and his/her own registered mobile number for correspondence.
- (ix) Candidate should fill up correct date of birth as per Birth Certificate/educational documents, etc.
- (x) If candidate does not have any child, he/she should fill '0' (Zero) in the respective column.
- (xi) While filling up the information regarding educational qualification, candidate should mention his/her qualification in following sequence :-
 - a) S.S.C.,
 - b) H.S.C.,
 - c) Graduation,
 - d) Post Graduation

- a] Candidates should mention the marks obtained in the final year of Graduation in a column of Graduation under the head 'Details of Educational Qualification'.

Note : Where there are two semesters in the final year, the total marks and marks obtained of both the semesters shall be mentioned for final year of Graduation.

- b] Candidates who have completed 5 years LL.B. Course should mention 'Graduate' in 'Educational Qualification' column, LL.B. (3 yrs) in Stream column and mention the marks of Third Year LL.B. Such candidates should again mention 'Graduate' in 'Educational Qualification' column, LL.B.(5 yrs) in Stream column and mention the marks of Fifth Year LL.B./B.L.S.

- c] Some Boards/Universities have issued 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, before filling up the application form, candidates should obtain marksheets containing the subject wise marks, total marks and percentage from the concerned Board/University and fill the marks as per the instructions given in the concerned column/s. The said marksheet should be submitted whenever requested by the High Court Registry from time to time alongwith the C.G.P.A./S.G.P.A. sheets.
- (xii) Candidate should provide detailed information about any Criminal case pending against him/her or disposed off. Also, if the candidate is a Court employee or Government employee and facing disciplinary enquiry, if any, detail information about the same should be provided. His/her candidature will be rejected at any stage, if real information is hidden. If such information is noticed by the Registry, the candidate is liable to be terminated from the service without prior notice.
- (xiii) Candidate should ensure that the Online Application Form is properly filled up. Before submitting the same, candidate should read 'Declaration' and after clicking on the box containing words **"I Agree"** candidate should click on **'Submit'** button. Thereafter, he/she cannot change/alter/edit/modify the information submitted by him/her in the online application form. The Registry will not entertain any inquiry/query/grievance in that respect.
- (xiv) Candidate should note down Registration Number which will be displayed after submitting of an application and thereafter take a printout of the application by choosing option **'Print 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.
- (xv) In case a candidate submits more than one online application, his/her last application alongwith fees would only be considered. No correspondence requesting to accept previous application(s) will be entertained.
- (xvi) Online applications will be accepted, only if the candidate is fulfilling the eligibility and other criteria as mentioned in the advertisement.

4. **Procedure for online fee payment :-**

- (i) A candidate is required to pay Examination fees of **Rs.1000/-** through '**SBI Collect**' – an online payment gateway facility, only.
- (ii) The candidates are directed to follow the instructions given in the '**User Manual**' for online payment through '**SBI Collect**' facility.
- (iii) The application shall not be considered without successful payment of fees. No part of the fee shall 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 test. Even in case where fees for more than one application form is paid by the candidate, same will not be refunded in any circumstances.
- (iv) The Bombay High Court Registry does not take any responsibility of the rules/terms & 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/claim/loss, etc. while making payment.

5. **Verification of Documents :**

- (i) Candidates, who are likely to be called for Viva-voce, shall submit self attested copies of the following documents/certificates and produce originals thereof, for verification, at the time of Viva-voce.
 - (a) Certificate of proof of Date of Birth (School Leaving Certificate, Birth Certificate issued by the Competent Authority or Board Certificate of S.S.C., etc).
 - (b) Mark-sheets and passing certificates of educational qualification, such as, SSC, HSC, Graduation, Law Graduation and Post Graduation, etc. where the mark sheet reflects grades like C.G.P.A./S.G.P.A. instead of marks, candidates are required to provide a documentary proof issued by the respective Institution/Board/University/College certifying the accurate conversion of grades into marks.
 - (c) Certificate issued by the Government Board (GCC) or Government Certificate in Computer Typing Basic Course (GCC-TBC) or I.T.I. for the speed of 120 w.p.m. or above in English Shorthand and 50 w.p.m. or above in English Typing.
 - (d) Certificate of computer proficiency issued by any reputed institution, as mentioned in eligibility criteria.

- (e) Experience Certificate, if any, issued by the employer containing his/her name, signature, date of issuance and seal of the office/institute.
- (f) Caste Certificate from such authority, as prescribed by the Government, wherever applicable.
- (g) A Domicile Certificate issued by Competent Authority.
- (h) Where the candidate's name is changed, a copy of Government Gazette/Marriage Certificate issued by the competent authority.
- (i) Original Character Certificates issued by two respectable persons with their names, designation and full postal address, issued on or after date of publication of the advertisement, certifying that, the candidate bears good moral character in the proforma given with this advertisement **(Form 'A')**. Said respectable persons should not be close relative/friend of the candidate.
- (j) No Objection Certificate issued by the Government Office, where the candidate is already working and has applied with prior permission / approval of Head of the Department.
- (k) Employment exchange Registration Certificate, if registered with Employment Exchange Office.
- (l) Any other document to support the information provided in the online application form.
- (m) Any other documents, if asked by the Registry.

6. Shortlist :-

The Selection Committee, Bombay High Court, Principal Seat at Bombay, reserves the right to adopt an appropriate method or methods for shortlisting the candidates, at any stage of the Selection Process.

7. Instructions to the Candidates :-

- (i) An 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 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 same manner.
- (ii) No complaint/grievance of any candidate shall be entertained or heard by the High Court in case of failure on his/her part to view/

download/print the Hall Ticket/Admit Card within the stipulated time. A link to view/download/print the Hall Ticket /Admit Card will be provided on the official website of the Bombay High Court.

- (iii) No complaint/grievance shall be entertained or heard by the High Court, in case of absence of candidates for the tests 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.
- (iv) The candidates will have to appear for the said Tests and Viva-voce, on scheduled dates, at their own expenses. They shall keep with them printout of Hall Ticket/ Admit Card along-with original photo proof like Adhaar Card/PAN/Election Identity Card/Driving Licence/ Passport etc. while appearing for the said Tests and Viva-voce. Without production of a printout of Hall Ticket/Admit Card, no one will be allowed to appear for the said Tests/Viva-voce.
- (v) Merely satisfying eligibility criteria or acceptance of online application for the said post, does not entitle the candidate to be called for the tests/Viva-voce or for appointment.
- (vi) The Bombay High Court reserves the right to make changes in type of examination, number of vacancies, mode of selection process, to postpone the examination, to cancel the examination for any kind of reason. No candidate shall have any right to question in respect of any kind of claim in this regard. So also, the representation in respect of shortlisting will not be entertained by the High Court.
- (vii) The candidates are advised to visit official website of the Bombay High Court for updates regarding the recruitment process or any changes to the schedule due to unforeseen circumstances beyond the control of the High Court Registry. The High Court shall not be held responsible for missing or non-receipt of information due to the candidates failure to regularly check the official website.
- (viii) The eligibility of a candidate shall be decided at any stage, after scrutiny of the applications, verification of original documents and testimonials produced at the time of Viva-voce. After due scrutiny, only eligible candidates will be allowed to appear for the Viva-voce.
- (ix) Any candidate attempting to meet, influence or pressurize member/s of the Selection Committee, Officers/Employees of Bombay High Court regarding the recruitment process, either directly or through others, will be disqualified.

- (x) 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.

8. Select List and Wait List :-

- (i) On the basis of performance of candidates in the Tests 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.
- (ii) The Select List and Wait List shall be valid for a period of two years from the date of its publication and shall stand lapsed thereafter, unless the period is extended by the Honourable the Chief Justice.
- (iii) If a 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.
- (iv) The Wait List shall be operated only for occurrence of vacancy caused by non-joining of the candidate from the Select List within the stipulated time allowed for joining the post or, where a Select List candidate joins the post but resigns, etc. within the period of validity of the said list and if a fresh Select List is not available by that time. However, mere enlistment of name in the Wait List does not confer any right in favour of Wait Listed candidates to claim appointment for the post of Personal Assistant to the Hon'ble Judges.
- (v) 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.

9. Other important Instructions :-

- (i) Appointment of the candidates is subject to clearance of medical examination and police verification regarding character of the candidates.

- (ii) Candidates shall be appointed initially on probation for a period of 02 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.
- (iii) The candidates are advised to take a note that, the work of Personal Assistant to the Hon'ble Judge includes taking dictation from the Honourable Judges in Court/Chamber/residence and include other allied duties of a Stenographer. The incumbents are ordinarily required to work from 10.30 a.m. to 5.30 p.m. and even beyond these hours/on holidays in case of need and/or as per the directions of the Honourable Judges/ Superior Officers.
- (iv) After appointment, the candidates will not be eligible to apply for transfer to any place before completion of Five years service from the date of his/her appointment, in any circumstances.

BY ORDER

Sd/-

Date : 14th August, 2025

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

FORM – A

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 :
	Occupation :
	Address :
	Mobile No :
