

**Advertisement for recruitment to the posts of Stenographer (Grade-3), Junior Clerk and Peon/Hamal on the establishment of various District Courts in the State of Maharashtra**

1. Online Applications are invited from the eligible candidates who fulfill eligibility criteria as **on the date of publication of this advertisement**, for preparing Select Lists and Wait Lists of the candidates for the posts of **Stenographer (Grade-3), Junior Clerk and Peon/Hamal**, on the establishment of various District Courts in the State of Maharashtra as follows :

Sr. No.	Particulars	Stenographer (Grade-3)	Junior Clerk	Peon/Hamal
1	Select List	568	2795	1266
2	Wait List *	146	700	318
3	Pay Scale	Pay Level S-14 : (38600-122800)	Pay Level S-6 : (19900-63200)	Pay Level S-1 : (15000-47600)
4	Eligibility	<p><b>A) Qualification-</b> Given at point No. 2 at page No. 2.</p> <p><b>B) For all Posts</b></p> <p><b>(i) Age</b></p> <p>a) Should not be less than 18 years and more than 38 years of age in case of General Category and 43 years in case of candidates belonging to Schedule Caste, Schedule Tribe, Other Backward Class or Special Backward Class as specified by the Government.</p> <p>b) The maximum age limit shall not be applicable to the State/Central Government Employee, applying through proper channel.</p> <p><b>(ii)</b> Candidate should not have more than two living children born after 28.03.2006.</p> <p><b>(iii)</b> Candidate shall not be eligible for appointment 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/District Court or the Union Public Service Commission or any State Public Service Commission from appearing for examinations or selections conducted by it.</p>		

**Note:** 1. 4% posts for the persons with disabilities are kept aside as per direction given in the Writ Petition (L) No. 1137 of 2018 with PIL No. 72 of 2018 filed for reservation for persons with disabilities. The posts for the persons with disabilities as may be notified after identification of the suitable categories of disability for these posts, will be filled in near future as per the Notification of the High Court.

2. District-wise Select List and Wait List is at **Annexure- "A"**.

3. Candidates shall read common instructions and other details (mentioned hereinafter) carefully and follow the same before filling up the Online Application Form.

\* Wait List as per High Court Notification dated 19/08/2023.

**2. Qualification :-**

<b>Stenographer (Grade-3)</b>	<p>A candidate for being eligible</p> <p>(a) Must possess Degree from any recognized University. (preference will be given to the candidates possessing Degree in Law)</p> <p>(b) Adequate knowledge of the regional language of the Court in the District</p> <p>(c) Qualify Government Commercial Certificate Examination or examination conducted by Government Board or Government Certificate in Computer Typing Basic Course (GCC-TBC or I.T.I.) for speed of  - 100 w.p.m. or above in English Shorthand and 80 w.p.m. or above in Marathi Shorthand and  - 40 w.p.m. or above in English Typing and 30 w.p.m. or above in Marathi Typing.</p> <p>(d) Possess 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 :  i) Statutory Universities in the State of Maharashtra or Goa, as the case may be.  ii) Maharashtra or Goa State Board of Technical Education, as the case may be.  iii) NIC, DOEACC, APTECH, NIIT, C-DAC, DATAPRO, SSI, BOSTON, CEDIT, MS-CIT,  iv) Certificate regarding Qualification of computer knowledge issued by the Government of Maharashtra or Goa, as the case may be.</p>
<b>Junior Clerk</b>	<p>A candidate for being eligible</p> <p>(a) Must possess Degree from any recognized University. (preference will be given to the candidates possessing Degree in Law)</p> <p>(b) Adequate knowledge of the regional language of the Court in the District</p> <p>(c) Must have passed Government Commercial Certificate Examination or examination conducted by Government Board or Government Certificate in Computer Typing Basic Course (GCC-TBC or I.T.I.) for speed of  - 40 w.p.m. or above in English Typing and 30 w.p.m. or above in Marathi Typing.</p> <p>(d) Possess 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 :  i) Statutory Universities in the State of Maharashtra or Goa, as the case may be.  ii) Maharashtra or Goa State Board of Technical Education, as the case may be.  iii) NIC, DOEACC, APTECH, NIIT, C-DAC, DATAPRO, SSI, BOSTON, CEDIT, MS-CIT,  iv) Certificate regarding Qualification of computer knowledge issued by the Government of Maharashtra or Goa, as the case may be.</p>
<b>Peon/Hamal</b>	<p>A candidate must have passed minimum 7<sup>th</sup> Standard examination and having good physique.</p>

**3. Application Fee for each post :-**

For General Category	Rs. 1000/-
For candidates belonging to Schedule Caste, Schedule Tribe, Other Backward Class or Special Backward Class as specified by the Government.	Rs. 900/-
<b>Note : Fees paid shall not be refunded in any case.</b>	

**4. Examination :-**

Name of the Test	Stenographer (Grade-3)	Junior Clerk	Peon/Hamal
	Marks	Marks	Marks
Screening Test	*	40	30
English Shorthand Test	20	N.A.	N.A.
Marathi Shorthand Test	20	N.A.	N.A.
English Typing Test	20	20	N.A.
Marathi Typing Test	20	20	N.A.
Cleaning & Activeness Test	N.A.	N.A.	10
Interview	20	20	10
<b>Total Marks</b>	<b>100</b>	<b>100</b>	<b>50</b>

\* The High Court reserves the right to conduct the Screening Test for the post of Stenographer (Grade-3) at par with the Screening Test for the post of Junior Clerk, depending upon number of applications received.

\*\*Screening Test for Junior Clerk and Peon/Hamal for testing General Knowledge including knowledge of History, Civics, Science, Geography, Sports, Literature, Grammar and current events will be conducted as follows :-

Sr. No.	Post	Total Marks	No. of Questions
1	Junior Clerk	40	40 multiple choice objective type questions* in English/Marathi language
2	Peon/Hamal	30	30 multiple choice objective type questions in English/Marathi language

\* Questions on computer knowledge shall also be included in the Screening Test for the post of Junior Clerk.

**Particulars of examination for the post of Stenographer (Grade-3)**

- If the Screening Test for the post of Stenographer (Grade-3) is not conducted then all the eligible candidates will be called for Shorthand Tests mentioned as below.
- After securing cut-off marks in Screening Test (if conducted at par with the Screening Test for the post of Junior Clerk) the candidates equal to seven times the number of post advertised shall be called for Shorthand Tests, strictly on merit, mentioned as below. If there are more than one candidates who have secured same marks as secured by the last candidate shortlisted for maintaining the ratio 1:7, all such candidates shall be called to appear for Shorthand Tests.

Sr. No.	Language	Duration of dictation	Speed of dictation	Total words	Transcription time
1	English	6 minutes	100 w.p.m.	600	40 minutes
2	Marathi	8 minutes	80 w.p.m.	640	45 minutes

- After securing cut-off marks in the Shorthand Tests, the candidate shall have to appear for Marathi Typing Test carrying 20 marks comprising of 300 words to be typed by the candidates within 10 minutes (30 w.p.m.) on Computers.

- iv. Candidates who obtain cut-off marks in Marathi Typing Test only would be held eligible to appear for English Typing Test.
- v. The English Typing Test carrying 20 marks comprising of 400 words to be typed by the candidates within 10 minutes (40 w.p.m.) on Computers.
- vi. Candidates who obtain cut-off marks in English Typing only would be held eligible for interview.
- vii. After conducting each test, the list of candidates who are eligible for further test shall be displayed on Notice Board of concerned District Courts and on the official website of concerned District Courts and High Court.
- viii. Candidates equal to 3 times of the number of posts advertised based on total number of marks obtained by him/her in Screening Test (if conducted), English Shorthand Test, Marathi Shorthand Test, Marathi Typing Test and English Typing Test, strictly on merit, shall be called for interview. If there are more than one candidates who have secured same marks as secured by the last candidate shortlisted for maintaining the ratio 1:3, all such candidates shall be called to appear for interview.

#### **Particulars of examination for the post of Junior Clerk**

- i. After securing cut-off marks in the Screening Test, strictly on merit, the candidates equal to seven times the number of post advertised shall be called for Marathi Typing Test carrying 20 marks comprising of 300 words to be typed by the candidates within 10 minutes (30 w.p.m.) on Computers. If there are more than one candidates who have secured same marks as secured by the last candidate shortlisted for maintaining the ratio 1:7, all such candidates shall be called to appear for Marathi Typing Test.
- ii. Candidates who obtain cut-off marks in Marathi Typing Test only would be eligible to appear for English Typing Test.
- iii. The English Typing Test carrying 20 marks comprising of 400 words to be typed by the candidates within 10 minutes (40 w.p.m.) on Computer.
- iv. Candidates who obtain cut-off marks in English Typing only would be held eligible for interview.
- v. After conducting each test, the list of candidates who are eligible for further test shall be displayed on Notice Board of concerned District Courts and on the official website of concerned District Courts and High Court.
- vi. Candidates equal to 3 times of the number of posts advertised based on total number of marks obtained by him/her in Screening Test, Marathi Typing Test and English Typing Test, strictly on merit, shall be called for interview. If there are more than one candidates who have secured same marks as secured by the last candidate shortlisted for maintaining the ratio 1:3, all such candidates shall be called to appear for interview.

#### **Particulars of examination for the post of Peon/Hamal**

- i. After securing cut-off marks in the Screening Test, strictly on merit, the candidates equal to seven times the number of post advertised shall be called for Cleaning & Activeness Test. If there are more than one candidates who have secured same marks as secured by the last candidate shortlisted for maintaining the ratio 1:7, all such candidates shall be called to appear for Cleaning & Activeness Test.

- ii. Candidates who obtain cut-off marks in Cleaning & Activeness Test only would be held eligible for interview.
- iii. After conducting each test, the list of candidates who are eligible for further test shall be displayed on Notice Board of concerned District Courts and on the official website of concerned District Courts and High Court.
- iv. Candidates equal to 3 times of the number of posts advertised based on total number of marks obtained by him/her in Screening Test and Cleaning & Activeness Test, strictly on merit, shall be called for interview. If there are more than one candidates who have secured same marks as secured by the last candidate shortlisted for maintaining the ratio 1:3, all such candidates shall be called to appear for interview.

### **Benchmark for passing each test**

- i. For Screening Test, Shorthand Test, Typing Test, Cleaning & Activeness Test and Interview according to the post of Stenographer (Grade-3), Junior Clerk and Peon/Hamal shall be 35% marks for the General Category with relaxation of 5% marks for the candidates belonging to Schedule Caste, Schedule Tribe, Other Backward Class or Special Backward Class as specified by the Government.

### **5. Common Instructions to all candidates**

- a) The link for filling up online application form and Advertisement is available on the official website of the Bombay High Court i.e. <https://bombayhighcourt.nic.in> .
- b) The link for submitting online application form shall open at 11.00 a.m. on **04/12/2023** and shall close at 6.00 p.m. on **18/12/2023**. To avoid last minute rush, the candidates are advised to submit the applications well in advance.
- c) Before starting filling in an on-line application, a candidate must have his/her valid/correct e-mail address, registered mobile number on which correspondence will be made, latest passport size photograph and signature duly scanned in separate files in the .jpg/.jpeg format in such a manner that minimum file size should not below 80 kb and maximum file size should not exceed 100 kb and shall attach the same at the appropriate places shown in the on-line application form.
- d) An incomplete application or an application which as per the particulars furnished by the candidate makes him/her ineligible for the post will not be accepted.
- e) The applications will not be accepted by post/hand delivery or courier.
- f) Candidate should disclose whether he/she has been arrested or detained or convicted for any offence, pendency of FIR/Criminal Complaint or decided criminal case against him/her or whether he/she is facing or has been held guilty in, disciplinary enquiry.
- g) Candidates who are already in Government Service shall obtain a certificate from their department that, department has no objection to consider his/her candidature. Thereafter, the candidate shall submit said certificate at the time of Interview.
- h) The candidate can submit one application for each post alongwith fees. If multiple applications for the same post alongwith fees are submitted then only the last application submitted by the candidate alongwith fees would be considered.
- i) Candidates to note that, on the establishment of City Civil & Sessions Court, Mumbai and Court of Small Causes, Mumbai in Class IV cadre there is a post of '**Hamal**' and not the post '**Peon**' whilst, on all other establishments there is a post of '**Peon**' in Class IV cadre and not of '**Hamal**'. While filling on-line application form the candidates shall take note of the same.

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If a candidate applies for the post of '**Peon/Hamal**' and gives choice of the establishment of City Civil & Sessions Court, Mumbai or Court of Small Causes, Mumbai, then his/her application will be treated for the post of '**Hamal**' and not for '**Peon**'. For all other establishments if a candidate applies for the post of '**Peon/Hamal**', then his/her application will be treated for the post of '**Peon**' only.

- j) The candidate must state whether they would like to be considered as one belonging to Schedule Caste, Schedule Tribe, Other Backward Class or Special Backward Class as specified by the Government or as general category candidate. If the candidate opts to be considered for the Schedule Caste, Schedule Tribe, Other Backward Class or Special Backward Class as specified by the Government and does not produce the certificates at the time of interview for entitling him/her to be considered in the concerned category, they would be disqualified for furnishing wrong information and would not be considered against general category.
- k) No enquiry in relation to any application shall be entertained by Office of High Court, any District Courts or Taluka Courts. Only enquiries on technical aspects till the link of detailed advertisement is disabled can be made on online grievance portal during office hours.
- l) Candidates may note that, their eligibility would be assessed on the information furnished by them believing that, the information is true. If any candidate is found to have given false, wrong or incorrect information, such candidate would not only be disqualified but, may also face prosecution. Such candidates would be debarred from appearing in any examination for applying for any posts under the High Court or District Courts.
- m) The High Court reserves all rights to adopt appropriate method for shortlisting the candidates for qualifying Recruitment Tests. The High Court reserves the right to make changes in the types of exam, vacancy position, mode of selection process, to postpone the exam, to cancel the exam or 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.
- n) Candidates will have to appear for each test and interview on scheduled dates, at their own expenses.
- o) The candidate, who would be called for interview, must submit to the respective Registrar of the District Court, the attested copies of the following certificates and produce originals thereof for verification purpose according to the applied post, at the time of interview :-
- (i) Certificate or proof of date of birth (School Leaving Certificate /Birth Certificate/ Secondary School Certificate).
  - (ii) Certificate of having passed the qualifying examination / degree.
  - (iii) Statement of marks obtained at the qualifying examination / degree.
  - (iv) Character certificates 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, in the prescribed proforma given with this advertisement.
  - (v) Certificate about prescribed knowledge in Computer operation issued by University/Institute as mentioned in eligibility criteria.
  - (vi) Certificates of requisite speed in English and Marathi Shorthand/Typing issued by Bureau of Government Examinations, Maharashtra State, or Government Board or I.T.I. as mentioned in eligibility criteria.
  - (vii) A caste certificate from such authority as may be prescribed by the Government, wherever applicable.
  - (viii) No objection certificate from the department if the candidate is in State/Central Government service.
  - (ix) Experience certificate/s, if any.
  - (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.
  - (xi) Any other documents, if asked by the District Court Registry.

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- p) After filling and submitting on-line application form, candidates shall obtain on-line acknowledgment as well as printout of entire application form. Candidates can download their Hall Ticket by using their registered log-in Username and Password. The candidate should not send by post or hand delivery to the concerned District Court or High Court the printout of duly filled up online application or any original or attested copies of any testimonials, documents, certificates at the stage of submitting online Application. The candidate shall produce the said printouts and copies (original/attested) of documents as and when asked for by the Registry of High Court/District Courts.
- q) The schedule of recruitment process is subject to change on account of any unforeseen events beyond the control of the High Court/District Court. Such change would be notified on the Notice Boards of the concerned District Courts and published on the official website of the High Court from time to time.
- r) A candidate trying to meet or influence or pressurise member/s of the Selection Committee, Officers/ Employees working in District Courts/High Court or any third party whose services are hired by the High Court in respect of this selection process either by himself or through anybody else will be disqualified. The decision of Selection Committee in this behalf will be final.
- s) The selection / appointments will be made strictly in the order of merit on the basis of marks secured by the candidates in all examinations and interview.
- t) The Select List shall be valid for a period of two years from the date of its publication. The list shall lapse thereafter, unless the period is extended by the Hon'ble the Chief Justice.
- u) The Wait List shall be operated only for the purpose of occurrence of vacancy caused by non-joining of the candidate from Select List within the stipulated time allowed for joining the post or where a Select List candidate joins the posts but resigns within the validity period of Select List etc.
- v) The Wait List shall be valid for a period of two years from the date of its publication. The list shall lapse thereafter, unless the period is extended by the Hon'ble the Chief Justice.
- w) For the post of 'Peon/Hamal' it is mandatory to mention the marks of 7<sup>th</sup> Std. For the post of 'Peon/Hamal' if the candidate has passed 7<sup>th</sup> Std. examination and further higher qualification i.e. 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> or 12<sup>th</sup> Std. etc., and if he/she does not have mark list of 7<sup>th</sup> Std., **then he/she shall notionally enter 50% marks (i.e. marks obtained '50' out of total marks '100')** for 7<sup>th</sup> Std. while filling on-line application so that his/her application will be accepted by computer. But the candidate who does not possess the higher qualification i.e. 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> or 12<sup>th</sup> Std. etc., then he/she must mention actual marks obtained in 7<sup>th</sup> Std. and must upload a minimum qualification certificate in respect of the same issued by the concerned School.
- x) The option of Post will not appear in the Post Drop Box of the on-line application unless and until the candidate has entered particulars of the marks required for minimum qualifications for the post applied i.e. - For the post of Peon/Hamal minimum qualification is of 7<sup>th</sup> Standard and mentioning of its marks is mandatory for candidates applying for the said post. For the post of Junior Clerk and Stenographer (Grade-3) the minimum qualification is Graduation and mentioning of its marks is mandatory for the candidates applying for the said posts.
- y) It is mandatory for a candidate to mention the minimum qualification as per the eligibility criteria for the post applied. The candidate is at liberty to mention the higher qualification if he possess.
- z) After filling the on-line application form, the candidate shall agree to the Declaration by clicking the check box of "I Agree" and submit the application by pressing the "Submit Application" button. Thereafter, no changes/corrections in the application form can be made.

**Date : 04<sup>th</sup> December, 2023.**

**Sd/-  
Registrar General  
High Court of Bombay**

**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.  
He/She is not my relative.

Place : \_\_\_\_\_

Date : \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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



**Districtwise Vacancies**  
**(As on 06.09.2023)**

Sr.No.	District Court	Stenographer (Grade-3)		Junior Clerk		Peon/Hamal	
		Select List	Wait List	Select List	Wait List	Select List	Wait List
1	Ahmednagar	55	14	141	35	64	16
2	Akola	18	5	48	12	35	9
3	Amravati	25	6	128	32	42	11
4	Aurangabad	16	4	77	19	42	10
5	Beed	11	2	72	18	35	9
6	Bhandara	7	2	29	7	16	4
7	Buldana	15	4	79	20	43	11
8	Chandrapur	19	5	69	17	35	9
9	Dhule	5	1	38	9	14	3
10	Gadchiroli	5	1	32	8	8	2
11	Gondia	5	1	34	9	11	3
12	Jalgaon	6	2	92	23	34	9
13	Jalna	9	2	30	8	11	3
14	Kolhapur	11	3	61	15	37	9
15	Latur	10	3	36	9	32	8
16	Nagpur	26	7	107	27	36	9
17	Nanded	10	3	51	13	25	6
18	Nandurbar	10	3	39	10	37	9
19	Nashik	38	10	178	45	61	15
20	Osmanabad	7	2	60	15	26	6
21	Parbhani	18	5	121	30	48	12
22	Pune	52	13	144	36	86	22
23	Raigad	18	5	97	24	54	14
24	Ratnagiri	8	2	49	12	20	5
25	Sangli	14	4	36	9	12	3
26	Satara	24	6	65	16	28	7
27	Sindhudurg-Oros	4	1	37	9	21	5
28	Solapur	15	4	66	17	20	5
29	Thane	49	12	229	57	84	21
30	Wardha	20	5	22	6	7	2
31	Washim	1	0	47	12	18	5
32	Yavatmal	21	5	107	27	26	7
33	City Civil and Sessions Court, Mumbai	0	0	229	57	101	25
34	Chief Metropolitan Magistrate's Office, Mumbai	4	1	74	19	37	9
35	Court of Small Causes, Mumbai	12	3	71	18	60	15
	<b>TOTAL</b>	<b>568</b>	<b>146</b>	<b>2795</b>	<b>700</b>	<b>1266</b>	<b>318</b>