

: A D V E R T I S E M E N T :**HIGH COURT OF JUDICATURE AT BOMBAY
BENCH AT AURANGABAD****No. Adm./Advt./Jr.Trans./900/2024****Dt.10/05/2024**

Applications are invited online from candidates fulfilling eligibility criteria, on the date of publication of this advertisement, for **seven** posts of '**JUNIOR TRANSLATOR AND INTERPRETER**', in the Pay Matrix = S-18 : Rs. 49100-155800, plus allowances as per the Rules, to be filled in on the establishment of High Court of Judicature at Bombay, Bench at Aurangabad.

Appointment shall be on ad-hoc and temporary basis, for a period of two years. After completion of said period or during the said period, services of these appointees shall be liable to be terminated at any time without giving any notice and without assigning any reason.

[A] Eligibility Criteria :-

1. Candidate must :
 - (i) not be less than 18 years and more than 38 years of age on the date of publication of this advertisement. The maximum age limit shall not be applicable to the Government Employees. Further, maximum age limit is relaxed by five years for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes or Special Backward Class specified for the time being by Government of Maharashtra;
 - (ii) possess a University degree in any of the languages viz. English, Hindi, Marathi and Gujarathi, preference being given to candidates who are holders of Degree in Law;
 - (iii) be proficient in English and at least any two of the following languages viz. Hindi, Marathi, Gujarathi and Konkani;
 - (iv) possess Computer Certificate of proficiency in operating word processors in Windows and Linux in addition to M.S. Office, M.S. Word, Wordstar-7 and Open Office Org. obtained from any one of following Institutes :
 - a) Universities established under the Maharashtra

Universities Act, 1994

- | | |
|---|------------|
| b) Goa/Maharashtra State Board of Technical Education | |
| c) NIC | h) DATAPRO |
| d) DOEACC | i) SSI |
| e) APTECH | j) BOSTON |
| f) NIIT | k) CEDIT |
| g) C-DAC | l) MS-CIT |

2. Candidate needs to take a note that, 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 for an offence involving moral turpitude or is or has been permanently debarred or disqualified by the High Court or UPSC or any State Service Commission, as the case may be from appearing in any examination or selection process conducted by them; or
- (iv) if he/she has been convicted by any Criminal Court or there is a criminal prosecution pending against him/her; or
- (v) if he is man who has more than one wife living and if a woman, who is married to a man who is already having another wife; or
- (vi) if he/she has more than two children, born after 28/03/2006.

[B] Shortlist :-

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

[C] Tests :-

1. The candidates will have to undergo a Screening Test of 100 marks. The candidates passing the screening test will only be eligible for Viva-voce.

Nature of Examination.

PART – I Screening Test of 100 marks (3 hours),
which includes -

English Grammar	–	30 marks
Essay Writing	–	20 marks
Letter Writing	–	10 marks
Translation from English to any of the two languages viz. Hindi, Marathi, Gujarathi or Konkani	–	40 marks

(Minimum passing marks – 50)

PART–II Viva-voce

The candidate qualifying Screening Test alone would be eligible for Viva-voce, which shall be for 20 marks.

[D] Instructions regarding Online Application Form :-

1. Applications will be scrutinized by Computerized programme. Therefore, the candidate should read full detailed advertisement for the post of Junior Translator and Interpreter before filling in an online application form.
2. 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> within a period of 15 days from the date of publication of the advertisement i.e. from 15/05/2024 (10 a.m.) to 29/05/2024 till 5 p.m. For this purpose, they will have to pay a fee of Rs. 200/- (Plus transaction charges as would be levied by the bank) through a payment link of State Bank Collect before 4 p.m. on 29/05/2024. The aforesaid link will be disabled after 5 p.m. on 29/05/2024.
3. 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 upload the same at the relevant space shown in the Online Application Form.

4. The candidates are advised to minutely go through the additional instructions mentioned for filling in the online form, as per the given advertisement which is available on <https://bombayhighcourt.nic.in> (till 5 pm on 29/05/2024)
5. The candidate shall fill up online application carefully and submit the same by clicking on the box containing the words "I agree". Thereafter, he/she cannot change/alter/edit/modify the information furnished by him/her in the online application. The Registry will not entertain any inquiry/query/ grievance in that respect.
6. The candidate shall take a printout of duly filled up online application. However, he/she should not send a printout of duly filled up online application or any original or attested copies of any or all documents/certificates at the stage of filling up application online and shall produce the same along with the originals thereof, as and when directed by this office.
7. The candidate must take note that, in case of submitting more than one application form, his/her lastly submitted application alongwith fee would only be considered. No correspondence requesting to accept previous application(s) will be entertained by the office.
8. The online application will not be considered for the advertised post, unless online payment is made towards application fee.
9. The candidate who is already in Government Service shall have to take prior approval and obtain a 'No Objection Certificate' from the present employer, before applying to the advertised post by online application and produce the No Objection Certificate at the time of verification of documents.
10. The Registration fee of Rs. 200/- should be paid by online mode only. The fees once paid shall not be refunded in any case. Mere payment of non-refundable fee, even in a case where fee for more than one application form has been paid, by a candidate does not create any right in favour of the candidate to appear for the selection process.
11. Married female candidate should fill in online application by her maiden name as it appears on her Secondary School Certificate (*Sanad*).

12. 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, and
 - (d) Post Graduation, etc.

13. The candidates should mention the marks obtained in the last year of Graduation in the column of `Graduation` under the Heading `Details of Educational Qualification`.

14. The candidates who have completed five years LL. B. Course should mention `Graduate` in Course /Degree Column, LL.B. (three years) in `Stream Column` and mention the marks of the 3rd Year LL.B. Such candidates should again mention `Graduate` in Course/ Degree Column, LL.B. (Five Years) in `Stream Column` and mention the marks of the 5th Year LL.B.

15. 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 such a case, while filling up the form, the candidates should mention appropriate percentage in the Column of Percentage. The candidate should ensure correct marks/percentage of C.G.P.A./S.G.P.A. is calculated and entered in the form.

[E] Procedure for fee payment :-

1. The candidates are required to pay Registration fee Rs. 200/- through `State Bank Collect`- online payment gateway facility only.

2. The candidates are directed to follow the instructions given on the official website of Bombay High Court as well as in the `User Manual` for online payment through `State Bank Collect` facility and make payment of fee before 4 pm on 29/05/2024.

3. Only successful payment transactions shall be considered for the acceptance of an application of a candidate.

4. The High Court Registry does not take any responsibility of the rules/terms & conditions framed or as will be framed by `State Bank

of India' in respect of transaction charges, subsequent to issuance of the advertisement. So also, the Registry will not entertain any query/claim, in any form whatsoever, in respect of online payment made through 'State Bank Collect' facility. The Registry does not take any responsibility of security/ claim/loss etc. while making payment.

[F] Documents/Testimonials required to be produced at the time of the Viva-voce.

1. The candidate, who is eligible for the Viva-voce must submit to the High Court Registry self-attested photocopies of following certificates/documents, and produce originals thereof, **at the time of Viva-voce**, for verification :-
 - (a) A certificate of proof of Date of Birth (Birth Certificate issued by the Competent Authority or Board Certificate of the 10th Std.)
 - (b) Marks Sheets and passing certificate of educational qualification such as Matriculation, HSC, Graduation, Post Graduation, Law Graduation and Post Graduation, etc. and those students having marksheets in form of Grade/C.G.P.A./S.G.P.A. shall provide marksheets to the aforesaid grade obtained from the School/Board/University.
 - (c) A certificate of Computer proficiency issued by any reputed/recognized institutions, as mentioned in eligibility criteria.
 - (d) A Caste Certificate, from such authority as may be prescribed by the Government, wherever applicable.
 - (e) A Domicile Certificate.
 - (f) Experience Certificate, if any, issued by the employer containing his/her name, signature, date of issuance and seal of the office/institute.
 - (g) No Objection Certificate issued by the Government Office where candidate is working and has applied with prior approval of Head of Department.
 - (h) 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 Competent Authority, etc.

2. In addition to above, at the time of the Viva-voce, the candidates must submit following original documents :-

- (a) A self declaration of small family in the prescribed format as per **Form-A** (in original) given with the advertisement.
- (b) Original Character Certificates, speaking specifically about “character of the candidate”, issued by two respectable persons, whose names are mentioned in the application form in the prescribed proforma given with the advertisement at **Form- B**. The certificate should be issued on or after the date of publication of the advertisement, containing name, designation, full postal address and contact number of the issuer.
- (c) A No Objection Certificate issued by the Government Office, where the candidate is already working and has applied with prior permission of the Head of Department (Original).

3. Additional Documents

- (a) Other essential documents in connection with the information provided in the online application form.
- (b) Any other document, if asked by the Selection Committee.

[G] Other important instructions :-

- 1. Eligible candidates will have to appear for Screening test & Viva-voce as and when called for, at their own expenses. Candidates shall also keep with them a printout of an Admit card, alongwith original photo identity proof such as PAN Card, Aadhar Card, Driving Licence, Voter ID, Passport etc., while appearing for Screening Test & Viva-voce. The candidates shall note that, without production of a printout of an Admit Card, no one will be allowed to appear for the said Tests/ Viva-voce.
- 2. The time-table and venue for Screening Test and Viva-voce of candidates, who make themselves eligible, would be displayed on the official website of Bombay High Court. Candidates can download their Admit Cards for Screening Test & Viva-voce from official website of Bombay High Court. Candidates are advised to visit the official website, from time to time.

3. Candidate should provide his/her correct postal address with Pin Code, e-mail ID and active Mobile Number on which correspondence, will be made, if required.
4. Candidate should note down Registration-ID Number which will be displayed after submitting of an application and thereafter take the printout of the application by clicking on 'Print application'
5. No complaint/grievance of candidates shall be entertained or heard by the High Court in case of their failure to see the Admit Card on official website of Bombay High Court within stipulated time.
6. The schedule of recruitment process is subject to change (even without any notice)) on account of any requirement or unforeseen event/s beyond control of the High Court Registry. Such a change or changes would be published on the official website of Bombay High Court from time to time and no individual intimation thereof will be given. The candidates must frequently visit the website to know the updates with regard to the selection process.
7. No complaint/grievance of any candidate shall be entertained or heard by the Selection Committee in case of failure on his/her part to view/download/print the Admit Card within the stipulated time. A link to view/download/print the Admit Card will be provided on the official website of the Bombay High Court, in due course of time.
8. Decision of 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.
9. The eligibility of a candidate, who is to be called for the Viva-voce/ Interview, on the basis of marks obtained by him/her in the Screening Test, shall be finally decided after scrutiny of the applications, verification of original documents and testimonials produced at the time of the Viva-voce/Interview. After due scrutiny, only eligible candidates will be allowed to appear for the Viva-voce/ Interview.
10. 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.

11. On the basis of performance of candidates in Screening Test & Viva-voce, a Select List of candidates for abovesaid posts will be prepared as per 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, in due course of time, after the selection process is over.
12. If any candidate on the Select List fails to join duties within the period stated in appointment order, his/her name will be struck off/ removed from the Select List.
13. Candidate trying to meet or bring pressure on member/s of the Selection Committee, Officers/Employees working in High Court in respect of this selection process, either by himself or through anybody else, and/or by any means, shall stand 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.
15. The number of vacancies is tentative and subject to change(s) i.e. increase or decrease on account of any administrative reasons.
16. The High Court Registry reserves the right to cancel/restrict/enlarge /modify/alter the conditions/rules of advertisement, if needed, without issuing any notice.

[H] Nature of Duties :-

Work of Junior Translator and Interpreter includes translation of the testimonials into English language, which are presented in the Court in various/several proceedings in Marathi, Hindi, Gujarathi languages, as per the directions of the Hon'ble Court and also to perform such duties of Junior Translator and Interpreter, as may be directed from time to time by the Registrar and/or by Superior Officers. Candidates are ordinarily required to work from 10 a.m. to 5 p.m. and even beyond these hours in case of exigency and as per the directions of the Registrar/ Superior Officers.

Sd/-

Registrar (Admn.)
High Court of Bombay,
Bench at Aurangabad.

Date :10/05/2024

FORM – A

DECLARATION

I, Shri/Smt./Kum. _____ son/
daughter/wife of Shri _____
aged _____ years, resident of _____ do hereby
declare as follows :-

1. I 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.

2. I have _____ (Number) living children as on today. Out of which No. of children born after 28th March, 2005 is _____ (Mention date of birth, if any).

3. I am aware that, if total number of living children are more than two due to the children born after 28th March 2006, I am liable to be disqualified for the said post.

Place : _____

Signature : _____

Date : / /

Name: _____

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 debar his/her suitability for Government
job. He/she is not my relative.

Place :

Signature _____

Date :

Name _____

Address _____

Mobile No _____
