

**ADVERTISEMENT****HIGH COURT OF JUDICATURE AT BOMBAY :**  
**NAGPUR BENCH : NAGPUR**

No. N.-Estt. /5040/2023, Date :30/10/2023

Applications are invited from aspirant candidates domiciled of Maharashtra, who fulfil below mentioned eligibility criteria and essential conditions on the last date fixed for submission of application, for preparing a Select list of 01 candidate for the post of ‘Assistant Librarian’, on the establishment of High Court of Judicature at Bombay, Nagpur Bench, Nagpur, in the Pay Matrix of S-12 : ₹ 32000 - 101600/- plus admissible allowances as per rules.

**1) Eligibility Criteria and Other Essential Conditions:-****A) Age Limit :-**

<b>Category</b>	<b>Minimum Age Limit</b>	<b>Maximum Age Limit</b>
For General (open)	25 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	25 years	43 years
For High Court / Government Employees, applying through proper channel	25 years	No age limit

**B) Educational Qualification:-**

- (i) The Candidate shall have University Degree and  
 (a) Certificate in Library and Information Science from any institution recognized by the Government;

**OR**

- (b) 03-Years' experience of working as Library Clerk or in equivalent or higher post in any Government, University, College, School or Public Library.
- (ii) The Candidate shall possess a Computer Certificate about proficiency in operation of Word Processor in Windows and Linux, in addition to M.S. Office, M.S. Word, Wordstar7 and Open Office Org. obtained from any of the following Institutes:
- a) Universities established under the Maharashtra Universities Act, 1994.
  - b) Goa/Maharashtra State Board of Technical Education.
  - c) NIC
  - d) DOEACC
  - e) APTECH
  - f) NIIT
  - g) C-DAC
  - h) DATAPRO
  - i) SSI
  - j) BOSTON
  - k) CEDIT
  - l) MS-CIT
  - m) Certificate / Qualification regarding Computer knowledge specified in Government Resolutions dated 04/02/2013, 08/01/2018 and 16/07/2018 issued by Information Technology (GAD) Department of Government of Maharashtra.

**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 has been convicted by a criminal court or have 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 is a man who has more than one wife living and if a woman, if she has 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.

**2) Procedure / Time Limit for submitting Applications:-**

i) Desiring candidates who fulfil the prescribed qualifications, age limit and other eligibility conditions on the last day fixed for submission of application, shall apply giving full particulars (**as per proforma Annexure 'A' enclosed with this advertisement**) supported by photocopies of all the necessary certificates and documents and a passport size photograph affixed on the application, all duly self-attested. Application form should be accompanied by a Demand Draft of ₹ 200/- (Rupees Two Hundred only) drawn in favour of 'Registrar High Court Bench at Nagpur' towards application proceeding fee, which is non-refundable.

ii) The application in a sealed cover indicating "**Application for the post of Assistant Librarian**" thereon and addressed to below mentioned authority should be sent so as to reach his office on or before 5 p.m. on 22/11/2023 by Speed Post/Registered post only.

**Address:- The Registrar (Administration),  
High Court of Bombay,  
Nagpur Bench,  
Civil Lines,  
Nagpur – 400 001.**

iii) The applications not found as per prescribed proforma / not supported by duly attested documents or attested photograph / received through any other mode other than Speed post/R.P.A.D. / received after the due date shall not be entertained.

iv) Those candidates who are presently working under High Court/Government service shall route their application through proper channel / obtain No Objection Certificate from their present office.

**3) Shortlisting of Candidates :-**

The High Court reserves the right to adopt an appropriate method/methods for the shortlisting of the candidates at any stage of recruitment process and its decision in this regard shall be final and binding. The list of shortlisted candidates shall be displayed on the official website of the Bombay High Court. It is clarified that merely satisfying eligibility criterion or acceptance of Application Form, does not entitle the candidate to be called for the test.

**4) Scheme of Examination:-**

i) The eligible shortlisted candidates shall be required to undergo Screening Test of 100 marks, comprising questions on:

- a) General English
- b) Library and Information Science
- c) Computer knowledge

**[Minimum passing marks 50]**  
(Questions shall only be in English language)

ii) Only eligible shortlisted candidates who qualified in the Screening test shall be called on the basis of merit for Viva-voce, which shall be of 20 marks.

iii) The time table, venue for Screening test and Viva-voce and the results of recruitment process, including the list of shortlisted candidates, at both the stages shall be displayed on the official website of the Bombay High Court i.e. <http://bombayhighcourt.nic.in>. The candidates are advised to regularly visit the said website.

iv) The Admit Cards shall be sent by post. The candidate must bring the Admit Card at the time of Screening test/Viva-voce. The shortlisted candidates, who have not received the Admit card by post, shall produce their original ID proof like Aadhar card/ PAN card / Driving licence/ Election Identity Card / Passport, along with one self-attested photocopy of such ID proof, at the relevant time, during the recruitment process.

v) The candidates will have to appear for the Screening test and Viva-voce as and when called for, at their own expense.

**5) Candidates shall annex below mentioned documents alongwith the Application Form :-**

- A) Self-attested photocopies of following documents:-
- a) Document regarding the proof of date of birth such as School Leaving Certificate/Birth Certificate issued by the Competent Authority/Board certificate of SSC)
  - b) Mark sheets and passing certificates of SSC, HSSC, Graduation including Graduation in Law, Post Graduation, Certificate in Library and Information Science, any other Higher Studies, if any.
  - c) A certificate or other educational documents, to meet the eligibility criteria in Computer Proficiency, as mentioned in aforesaid Clause 2 (ii).
  - d) The Candidates who do not hold Certificate in Library and Information Science, but claims to be qualified under Clause (2)(i)(b), shall submit the Certificate issued by the Employer mentioning particulars like date of appointment; name of the post; total experience; date of promotion, if any; signature of the Employer, date of issuance and seal of the institution/office.
  - e) The Candidates who hold Certificate in Library and Information Science, and also have experience of working in the Library as Library Clerk or in equivalent or higher post, shall submit Certificate issued by the Employer mentioning particulars as given in the aforesaid clause.
  - f) The Caste Certificate issued by the Competent Authority, wherever applicable.
  - g) Domicile certificate, issued by a competent authority from the State of Maharashtra.

- h) Where the Mark sheet/ Educational Certificate mentions CGPA/SGPA/Grade and does not show total marks/out of marks, the Candidates must produce Certificate issued by the Concerned Board/University/the College showing the conversion of such CGPA/SGPA/Grade into percentage of Marks. In absence of such Certificate, the application form may not be considered.
  - i) Where the candidate's name is changed, a copy of Government Gazette in proof of that.
  - j) Any other document to support the information provided in the application or any other documents asked by the Registry at Nagpur Bench.
- B) Following documents shall be in Original:-**
- a) A self-declaration regarding small family in the prescribed format as appended to the advertisement. (Form 'A')
  - b) Character certificates issued by two respectable persons reflecting about character of the candidate, as mentioned in the application form, in the prescribed proforma, given with advertisement. The character certificates should be issued on or after the date of publication of the advertisement (Form 'B')
  - c) The candidates working under High Court/Government shall annex No Objection Certificate issued by their office bearing the Seal of Institution/Office, initial date of appointment, date of promotion, if any.
- C) The Application shall be accompanied by:-**
- a) Demand Draft drawn on any Nationalized or Scheduled bank for ₹ 200/- (Rupees Two Hundred only) in favour of 'Registrar High Court Bench at Nagpur'.
  - b) A self-addressed empty envelope with a postal stamp of ₹ 5/-.
  - c) Two recent passport size colour photographs.

**6) Select List:-**

a) On the basis of performance of candidates in Screening Test and Viva-voce the candidate shall be selected according to merit. Select List shall be published on the official website of the Bombay High court.

b) The Select List shall be valid for a period of 02 years from the date of its publication unless the validity period is extended by the Hon'ble the Chief Justice.

c) Appointed candidate shall be initially kept on probation for a period of 02 years. During the period of probation and until certificate about satisfactory completion of probation period is issued, his/her services shall be liable to be terminated without notice /without assigning any reason.

d) The name of the candidate shall be removed from the Select List without any notice, if it is revealed that any information supplied by such candidate in the Application Form is false/incorrect. Suppression of any material fact shall be similarly treated.

e) If the selected candidate fails to join duties within the period stated in the letter of appointment, his/her name will be deleted from the Select List.

**7) Other general instructions:**

i) The candidates who are called for Viva-voce, shall produce original certificates/documents of which photocopy they have annexed with their Application Form, for the purpose of verification.

ii) The candidates applying should ensure that they fulfil the prescribed eligibility conditions on the last date fixed for submission of the application. Their admittance to Screening test will be purely provisional and subject to the verification of the certificates/documents annexed from the Original produced at the time of Viva-voce.

- iii) The candidate shall ensure that the form is properly filled. The application missing necessary particulars shall be summarily rejected. No grievance shall be entertained in this regard.
- iv) The candidate shall affix his/her recent passport size colour photograph at the relevant place. The candidate shall put his signature at prescribed places in the Application Form. He/she shall also sign across the photograph in such manner that the part of the signature come on photograph and remaining on the form.
- v) The candidates shall mention the Demand Draft number, date of issuance, Bank name at the prescribed place in the Application Form.
- vi) For Graduation, total marks and marks obtained in the Final Year of Graduation shall only be mentioned. The marks of previous years need not be mentioned. However, the candidates who have completed 5 years LL.B course, should first mention total marks and marks obtained in their 3<sup>rd</sup> year of LL.B course, for the purpose of Graduation and in next row also mention total marks and marks obtained in their 5<sup>th</sup> year of LL.B. Where, there are two semesters in a year, the total of marks of both the semesters shall be mentioned, for final year of Graduation or 3<sup>rd</sup> /5<sup>th</sup> year of LL.B 5 years course.
- vii) If any information in the application form is found incorrect/false or it is found that the candidate does not fulfil any of the eligibility conditions, his/her candidature shall be rejected.
- viii) The Candidates are advised to visit regularly website of the Bombay High Court for update of information about the recruitment process or change of schedule of recruitment process. The High Court shall not be responsible for missing or non-receipt of any information on account of his/her failure to checkup with the official website from time to time.



ix) In case candidate submits more than one application form, he/she must note that the application last submitted will only be entertained. No correspondence requesting to accept previous application(s) will be entertained.

x) Candidates attempting to influence directly or indirectly shall be disqualified.

xi) The decision of the Selection Committee shall be final in this selection process.

xii) The Registry reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if needed, without issuing any notice.

Nagpur.  
Date : 30/10/2023

Sd/-  
(Ravindra M. Sadrani)  
Registrar (Administration)  
High Court of Bombay, Nagpur Bench, Nagpur

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