

- (ii) The Mark Sheets and passing certificates of Matriculation, Graduation, Post Graduation and Law Graduation, if any;
  - (iii) Certificate issued by the Government Board (G.C. C.) or I.T.I. For the speed of 40 w.p.m. or above in English Typing;
  - (iv) Certificate issued by reputed institutions mentioned in Clause 1(c) showing proficiency in use of a Word Processor like M.S. Word, Wordstar and Lunix etc.;
  - (v) A caste certificate from such authority as may be prescribed by the Government, wherever applicable;
  - (vi) Domicile Certificate in State of Maharashtra;
  - (vii) a declaration of small family in the prescribed format (**Form 'A'**);
  - (viii) **Original** 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 proforma given with this advertisement (**Form 'B'**);
  - (ix) No Objection Certificate issued by the Government Office where the candidate is already working and has applied with prior approval of Head of the Department;
  - (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. and
  - (xi) other essential documents in connection with the information provided in the online application form.
14. **High Court has reserved the right of shortlisting the candidates at any stage on the basis of higher educational qualification and academic excellence.**
15. The eligible shortlisted candidates will be required to undergo screening/written test of 90 marks of one hour duration comprising of Objective type multiple choice questions on the following subjects :-
- |                         | Marks |
|-------------------------|-------|
| a. Marathi              | 10    |
| b. English              | 20    |
| c. General Knowledge    | 10    |
| d. General Intelligence | 20    |
| e. Arithmetic           | 20    |
| f. Computer             | 10    |
- (Minimum passing marks 45)**