

## DISTRICT AND SESSIONS COURT, BHANDARA

### Important instructions to the candidates for the post of Stenographer (Grade-3)

The candidate, who are 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 bear 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 concerned 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.

By Order

  
Registrar

District and Sessions Court,  
Bhandara