

## ADVERTISEMENT

The Registry of the High Court, Bombay is granted permission to prepare Select List of 206 and Wait List of 41 candidates, for the posts of 'Clerk' (i.e. existing 82 vacant posts and vacancy of 133 posts expected to arise in the next two years, thus total 215 posts) after keeping reserved 4% posts (i.e. 9 posts) for persons with disabilities as per the directions issued in the Writ Petition(L) No. 1137/2018 with P.L.L. No. 72 of 2018 (P.L.L. No. 46 of 2018 Aurangabad Bench). The reserved 9 posts will be filled in near future by Notification of the High Court which will be issued in due course. The validity of such Select List and Wait list shall be for a period of two years since the date of their notification.

Therefore, by this advertisement, applications are invited online from eligible candidates who fulfill eligibility criteria on the date of publication of this advertisement, for preparing Select List of 206 and Wait List of 41 candidates, for the posts of 'Clerk' having validity period of two years, in the Pay Matrix of S-6 : 19,900-63,200 plus allowances as per the Rules.

### Eligibility Criteria :-

1. Qualification :- A candidate for being eligible -

- (A) must be a Graduate of any recognized University in any faculty. However, the preference will be given to Law Graduates.
- (B) 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 English Typing with speed of 40 w.p. m.
- (C) must possess Computer Certificate about proficiency in operation of word processors 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 :

...2/-

- 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
- m) Certificate regarding Qualification of computer knowledge specified in Government Resolutions dated 04/02/2013, 08/01/2018 and 16/07/2018 issued by Information Technology (G.A.D.) department of Government of Maharashtra.

2. **Age Limit:** On the date of publication of advertisement age of the candidate should not be less than 18 years and more than 38 years in case of General category and not more than 43 years in case of candidates belonging to Scheduled Caste, Scheduled Tribe, Other Backward Class or Special Backward Class specified for the time being by the Government of Maharashtra. The maximum age limit shall not be applicable to the High Court/ Government Employees, applying through proper channel.
3. In addition to the above eligibility criteria, the candidate must have adequate knowledge of Marathi language.

### **INSTRUCTIONS TO THE CANDIDATES**

1. The candidate shall submit the application online only in the prescribed format through the High Court website i.e. <https://bombayhighcourt.nic.in> within 15 days from the date of publication of advertisement in newspaper, after which the link will be disabled.
2. Eligible candidate as per the detailed advertisement can apply from 23.12.2021 to 06.01.2022 on <https://bombayhighcourt.nic.in> The Link shall open at 11.00 A. M. on 23.12.2021 and same shall close at 5.00 P. M. on 06.01.2022.

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 attach the same at the appropriate places shown in the online application form.
4. Procedure for filling up the form as per the given advertisement is available on <https://bombayhighcourt.nic.in>
5. Candidate shall fill up online application carefully and submit the same by pressing "I Agree" button. Thereafter, he/she cannot change/alter/edit/modify the information submitted by him/her in the online application. The Registry will not entertain any inquiry/grievance in that respect.
6. The Candidate shall take printout of duly filled up online application. The candidate should not send printout of duly filled up online application or any original or attested copies of the documents/certificates at the stage of submitting application online. The candidate shall produce the said printouts and copies of documents as and when directed by this office.
7. In case of submission of more than one online application by a candidate, his/her last application alongwith fees would only be considered.
8. The candidates who are already in Government Service shall take prior approval and obtain '**No Objection Certificate**' from the present employer for applying to the post of Clerk on this establishment and produce the same at the time of verification of documents.
9. The online application will not be considered for the advertised post unless online payment is made towards application fees.
10. The Registration fees of Rs.25/- should be paid by online mode only. The fees shall not be refunded in any case. Mere payment of non-refundable fees by a candidate does not create any right in favour of the candidate to appear for the Screening/Written Test.

11. After publication of list on the official web-site of the Bombay High Court, only shortlisted candidates shall pay a sum of Rs.250/- towards examination fees, by Online mode only. The fees shall not be refunded in any case.
12. Procedure for online payment.
  - a) A candidate is required to pay Registration fees **Rs.25/- through 'SBI Collect'** – an online payment gateway facility, only.
  - b) Candidates are directed to follow the instruction given in the '**User Manual**' for online payment through 'SBI Collect' facility.
  - c) Only Successful payment transactions shall be considered for the acceptance of application.
  - d) High Court Registry does not take any responsibility of the rules/terms and conditions framed or will be framed by 'SBI Collect'. So also the Registry will not entertain any inquiry/claim in any form whatsoever in respect of payment through 'SBI Collect' facility. The Registry does not take any responsibility of security / claims etc. while making payment (Disclaimer).
13. Candidate, who is likely to be called for viva-voce, must submit to the Registrar [Personnel], High Court, Appellate Side, Bombay, attested copies of the following certificates and originals thereof, at the time of viva-voce :-
  - (i) Certificate or proof of date of birth (School Leaving/Birth Certificate/Board Certificate of SSC, etc.);
  - (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 Linux 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.
- (xii) Any other document if asked by the Registry.
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 Syllabus :-

Sr. No	Subject	Syllabus	No. of Question	No of marks allotted
1	Marathi	Grammer, construction of sentence and usage of words.	10	10
2	English	Spelling, Grammer, construction of sentence and usage of words.	20	20
3	General Knowledge	Questions on daily events and experience, work of eminent persons in various field and on history and geography of India, especially related to Maharashtra.	10	10

4	General Intelligence	Questions to test quantitative aptitude, etc.	20	20
5	Arithmetic	Addition, subtraction, multiplication, division, average percentage and decimal fraction, etc.	20	20
6	Computer	Computer related General questions	10	10
(Minimum passing marks 45)				

16. Only shortlisted candidates after qualifying screening test would be called for English Typing Test of 20 marks. The English Typing Test will be taken on Computer only. Only Candidates qualifying typing test would be called for Viva-voce/Interview of 40 marks;
17. The time-table for Screening and Typing Test of the eligible shortlisted candidates will be displayed on the official website of the High Court. The Call Letters / Hall Tickets will be made available on official web-site of Bombay High Court. The candidates are advised to visit the website time to time.
18. The Candidate should provide correct e-mail address on which correspondence will be made, if necessary.
19. The eligibility of the candidate shall be decided at any stage after scrutiny of the applications or after verification of documents or after testimonials produced at the time of viva-voce. Only eligible shortlisted candidates will be allowed to appear for viva-voce.
20. The candidates will have to appear for tests and viva-voce on scheduled dates, at their own expenses. They shall also keep with them photo-identity proof, such as, Adhaar/PAN/Election Card/Driving License/Passport etc., while appearing for the tests & Viva-voce.

19. The schedule of recruitment process is subject to change on account of any unforeseen event/s, beyond the control of the office. Such change would be published on the official web site of the High Court from time to time.
20. No complaint / grievance shall be entertained or heard by the High Court, in case of absence of candidates for the tests or viva-voce, etc. on scheduled date and time on account of belated receipt of intimation regarding any change so notified or on any other count.
21. An application containing incomplete / incorrect information will be rejected. If any of the particulars furnished by a candidate are found to be false or incorrect, the candidate will not be allowed to participate in the selection process and if appointed, will liable to be dismissed / terminated. The suppression of any material fact will be treated in same order.
22. A candidate trying to meet or bring pressure on members of the Selection Committee, Officers/ Employees working in High Court in respect of this selection process either by himself or through anybody else will be disqualified.
23. The Select List so approved shall be valid for a period of two years from the date of its publication. The list shall stand lapsed thereafter, unless period is extended by the Honourable the Chief Justice.
24. The Wait List so approved shall be valid for a period of two years from the date of its publication or till publication of fresh Select/ Wait List for the posts of Clerk, whichever occurs earlier.
25. The Wait List shall be operated only for occurrence of vacancy caused by non-joining of the candidate from the Select List within stipulated time allowed for joining the post or where a Select List candidate joins the posts but resigns etc. within a period of one year from the date of joining, if a fresh Select List is not available by that time.

28. An appointment to the abovesaid post shall initially be on probation, for a period of two years. During the period of probation and until certificate about satisfactory completion of probation period is issued, services of the appointee shall be liable to be terminated at any time, without giving any notice or assigning any reason.
29. The name of candidate shall be removed from the Select / Wait List without any notice, if it is revealed that any information supplied by him/her in the Application Form is false/incorrect/wrong.
30. If a candidate on the Select / Wait List fails to join duties within the period stated in appointment order, his/her name will be removed from the Select / Wait List.
31. The selection / appointments will be made strictly in the order of merit on the basis of the marks secured by the candidates in the screening, typing test and viva-voce.
32. The decision of Selection Committee shall be final in this selection process.

BY ORDER

Sd/-

REGISTRAR GENERAL  
HIGH COURT OF JUDICATURE AT  
BOMBAY

Date:- 13<sup>th</sup> December, 2021



FORM - A

DECLARATION

1) I the applicant \_\_\_\_\_ do hereby declare that I have not been arrested or convicted for any offence and that no case/complaint is pending against me in any Criminal Court for any offence.

2) I further 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.

3) I have \_\_\_\_\_ (Number) living children as on today. Out of which number \_\_\_\_\_ children born after 28<sup>th</sup> March, 2005 is \_\_\_\_\_ (mentioned dates of birth, if any).

4) I am aware that, if total number of living children is more than two due to the children born after 28<sup>th</sup> March 2006, I am liable to be disqualified for the said post.

Place :-

Date :-

Name and Signature of applicant

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**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 debars his/her suitability for Government job. He/She is not my  
relative.

Place :- \_\_\_\_\_  
Date : \_\_\_\_\_

Signature \_\_\_\_\_  
Name :-

\_\_\_\_\_  
Address :-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

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

## Instructions for filling up online application

1. Applications will be scrutinized by Computerized programme. Therefore, the candidate should read full detailed advertisement for the posts of Clerk before filling up the Online application form. The Registry will not entertain any inquiry/grievance in that respect.

2. Before filling up rest of the details in Online Application, the candidate must pay Registration Fee Rs.25/- through "SBI Collect" an online payment gateway facility and get an alphanumeric reference number which shall be filled up in fee details/ SBI Collect Reference No. in Online Application.

3. Candidate should give correct detailed address with Pin Code for correspondence.

4. Candidate should provide correct E-mail ID and his/her own registered Mobile number on which correspondence will be made, if any.

5. Married candidate should fill correct information in the respective column. If married candidate doesn't have children should fill '0' (Zero) in respective column.

6. 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,
- d) Post Graduation

a] Candidates should mention the marks obtained in the last year of Graduation in column of Graduation under the head Details of Educational Qualification.

b] Candidates who have completed 5 years LL.B. Course should mention 'Graduate' in Course/Degree column, LL.B. (3 yrs) in Stream column and mention the marks of Third Year LL.B. Such candidates should again mention 'Graduate' in Course/Degree column, LL.B.(5 yrs) in Stream column and mention the marks of Fifth Year LL.B.

c] Some Universities have issued final year mark sheets/certificates (i.e. Graduation, Post Graduation and Law Graduation) in the form of Grade/C.G.PA./S.G.PA. instead of percentage. In this case, while filling up the form, the candidates should mention appropriate percentage in the Column of percentage.

7. Candidate should provide detail information about any Criminal case pending against him/her or disposed off. His candidature will be rejected at any stage, if real information is hidden. If such information is noticed by the administration, the candidate is liable to be terminated from the service without prior notice.
8. Before submitting application candidate should ensure that he has filled up application correctly. After clicking 'Declaration' column, candidate should click on 'Submit' button.
9. Candidate should note down Registration Number which will be displayed after submitting of an application and thereafter take out the printout of the application by choosing option 'Select'.
10. In case of submission of more than one online application by a candidate, his/her last application alongwith fees would only be considered.

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