

:: A D V E R T I S E M E N T ::
HIGH COURT OF JUDICATURE AT BOMBAY
PRINCIPAL SEAT AT BOMBAY

The online applications are invited from eligible candidates, who fulfill eligibility criteria on the date of publication of this advertisement for preparation of Select List and Wait List of candidates, having validity period of 2 years, for the post mentioned below, on the establishment of the High Court of Judicature at Bombay, Principal Seat at Bombay.

Name of the Post	Total vacant post	4% posts reserved for persons with disabilities	Total No. of Posts		Pay Matrix for the post of Clerk as per the Rules
			Select List	Wait List	
Clerk	129	05 [The reserved posts will be filled in near future by Notification of the High Court which will be issued in due course.]	124	31	S-10 ₹ 29,200 - ₹ 92,300 plus allowances as per the Rules

The candidates will have to appear for Screening Test, Typing Test and Viva-voce as and when called for, at their own expenses. The High Court of Judicature at Bombay, Principal Seat at Bombay reserves the right to adopt an appropriate method or methods for appointment and shortlisting of the candidates at any stage of the selection process.

1. Eligibility Criteria :-

[A] Age Limit (as on the date of publication of advertisement) :-

Category	Minimum Age Limit	Maximum Age Limit
For General (Open)	18 years	38 years
For Scheduled Castes, Scheduled Tribes, Other Backward Classes or Special Backward Class specified for the time being by the Government of Maharashtra	18 years	43 years
For High Court/Government Employees, applying through proper channel	18 years	No age limit

[B] Qualification :- A candidate for being eligible -

- [i] must possess University Degree of any recognised University, preference will be given to the holders of Degree in Law.
- [ii] 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.
- [iii] 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:
- Universities established under the Maharashtra Universities Act, 1994.
 - Goa/Maharashtra State Board of Technical Education
 - NIC
 - DOEACC
 - APTECH
 - NIIT
 - C-DAC
 - h) DATAPRO
 - i) SSI
 - j) BOSTON
 - k) CEDIT
 - 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.

[C] No person shall be eligible for appointment to the service by Direct Recruitment unless he/she fulfills the following conditions :-

- [i] his/her character and antecedents are good;
- [ii] there is no criminal complaint pending against him/her or he/she has not been convicted by Criminal Court;
- [iii] he/she is competent to enter into a contract;
- [iv] he/she has no more than one living spouse;
- [v] he/she has not 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;
- [vi] total number of living children are not more than two due to the children born after 28th March 2006, as per the Maharashtra Civil Services (Declaration on Small Family) Rule, 2005.

[D] In addition to the above eligibility criteria :

- [i] the candidate must have adequate knowledge of Marathi language.
- [ii] the candidate must have knowledge of operating Video Conferencing.

2. Fees for submitting application :-

- [A]** The **Registration fees of ₹ 100/-** 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 Test.
- [B]** The online application will not be considered for the advertised post unless online payment is made towards registration fees.
- [C]** After publication of list on the official website of the Bombay High Court, only shortlisted candidates shall pay a sum of **₹ 400/-** towards **examination fees**, by online mode only. The fees shall not be refunded in any case.

3. Procedure for online payment of fees :-

- [A] A candidate is required to pay Registration fees ₹ 100/- through 'SBI Collect' – an online payment gateway facility, only.
- [B] Candidates are directed to follow the instructions 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] Bombay 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).

4. Procedure for submitting online applications :-

- [A] While submitting the online application, strictly follow the instructions given on the High Court website i.e. <https://bombayhighcourt.nic.in>.
- [B] 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. Applications in any other form/mode will not be accepted.
- [C] Eligible candidate as per the detailed advertisement can apply from 22/01/2025 to 05/02/2025 on <https://bombayhighcourt.nic.in> The Link shall open at 11.00 A. M. on 22/01/2025 and same shall close at 5.00 P. M. on 05/02/2025.
- [D] Before commencing process to fill up online application, the candidate must have his/her latest passport size photograph (3.5 c.m. X 4.5 c.m.) and signature (3 c.m. X 2.5 c.m.) 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.

(**Note** :- ensure that photo and signature are uploaded). A candidate will not be permitted for the selection stage, if someone else's photo/signature is uploaded on the application form.

- [E] The candidate shall visit High Court website i.e. <https://bombayhighcourt.nic.in> and click on the **Recruitment**, thereafter in '**Clerk**' recruitment, click on **Apply Online**, then pay online fees through **SBI Collect**. After getting **SB Collect Reference Number**, fill up the online application.
- [F] 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.
- [G] After submitting the online application, the candidate shall go to the **Print Application** option and enter the Registration ID number and Date of Birth to take printout of duly filled up online application and paste his/her photo and put signature with black ball point pen (which are uploaded on online application) in the space provided on printout of 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.
- [H] In case of submission of more than one online application by a candidate, his/her last application alongwith fees would only be considered.
- [I] Online application will be accepted, only if the candidate is fulfilling the eligibility and other criteria as mentioned in the Advertisement.

5. **Guidelines of Examination :-**

[A] The eligible shortlisted candidates will be required to undergo following selection process :-

Sr. No.	Assessment of the candidates	Marks														
1.	<p><u>Screening Test</u> (Minimum passing marks 45) Duration :- one hour Written Test paper should be of Objective type multiple choice questions on the following subjects :-</p> <table><thead><tr><th></th><th>Marks</th></tr></thead><tbody><tr><td>a. Marathi</td><td>10</td></tr><tr><td>b. English</td><td>20</td></tr><tr><td>c. General Knowledge</td><td>10</td></tr><tr><td>d. General Intelligence</td><td>20</td></tr><tr><td>e. Arithmetic</td><td>20</td></tr><tr><td>f. Computer</td><td>10</td></tr></tbody></table> <p>(If the candidate fails in Screening Test, he/she will not be considered for the typing test)</p>		Marks	a. Marathi	10	b. English	20	c. General Knowledge	10	d. General Intelligence	20	e. Arithmetic	20	f. Computer	10	90
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2.	<p><u>Typing Test</u> (Minimum passing marks 10) Duration 10 minutes Typing passage containing of 400 words. (If the candidate fails in typing test he/she will not be considered for the post of Clerk.)</p>	20														
3.	<p><u>Viva-voce</u> (Minimum passing marks 16)</p>	40														

[B] Syllabus for Screening Test is as under :-

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

[C] The English Typing Test will be taken on Computer only.

[D] The time-table for Screening Test, Typing Test and Viva-voce of the eligible shortlisted candidates will be displayed on the official website of the High Court, Bombay. The Hall Tickets/Admit Cards will be made available on official website of Bombay High Court i.e. <https://bombayhighcourt.nic.in>. The candidates are advised to visit the website time to time.

6. **Candidate eligible for viva-voce, must submit to the Registrar [Personnel], High Court, Appellate Side, Bombay, attested copies of the following documents/certificates and originals thereof, at the time of viva-voce :-**

[A] Certificate or proof of date of birth (School Leaving/Birth Certificate/Board Certificate of S.S.C., etc.).

[B] The Mark Sheets and Passing Certificates of educational qualification viz. Matriculation, H.S.C., Graduation, Post Graduation and Law Graduation, if any.

(Note :- Marksheets of some Boards/Universities are given in the form of Grades/C.G.P.A./S.G.P.A. instead of percentage. In this case, before filling the application form, candidates should obtain the marksheet containing the subject wise marks, total marks and percentage from the concerned Board/University and fill the marks as per the instructions given in the concerned column/s. The said marksheet should be submitted whenever requested by the High Court Registry from time to time alongwith the C.G.P.A./S.G.P.A. sheets).

[C] Certificate issued by the Government Board (G.C.C.) or Government Certificate in Computer Typing Basic Course (GCC-TBC) or I.T.I. for the speed of 40 w.p.m or above in English Typing .

[D] Certificate of computer proficiency issued by reputed institutions mentioned in qualification criteria.

[E] A caste certificate from such authority, as may be prescribed by the Government, wherever applicable.

[F] A Domicile Certificate.

[G] Employment Exchange Registration Certificate, if registered with Employment Exchange office.

[H] Original Character Certificates issued by two respectable persons, with their names, 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 'A'**).

- [I] 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.
- [J] 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.
- [K] Other essential documents in connection with the information provided in the online application.
- [L] Any other documents, if asked by the Registry.

7. Instructions to the candidates :-

- [A] The High Court reserves the right of shortlisting the candidates, based on the number of applications received, as per the advertisement and on the basis of their higher educational qualification and academic excellence and also to fix the cut-offs accordingly for the selection of eligible candidates for the Screening Test, Typing Test and Viva-voce at any stage of the selection process.
- [B] The High Court Registry reserves the right regarding the type of examination, postponement/cancellation/partial modification of the examination.
- [C] Merely satisfying eligibility criteria or acceptance of online application for the said post, does not entitle the candidate to be called for the tests/Viva-voce or for appointment.
- [D] 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.
- [E] 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 candidates will be allowed to appear for viva-voce.

- [F] 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.
- [G] The candidates will have to appear for Tests and Viva-voce on scheduled dates, at their own expenses. They shall also keep with them printout of a Hall Ticket/Admit Card, along-with original photo identity proof, such as, original Adhaar/PAN/Election Card/Driving Licence/Passport etc. while appearing for Screening Test, Typing Test and Viva-voce. The candidates shall note that, without production of a printout of a Hall Ticket/Admit Card, he/she will not be allowed to appear for the said Tests/Viva-voce.
- [H] The schedule of recruitment process is subject to change on account of any unforeseen event/s, beyond the control of the High Court Registry. Such a change would be published on the official website of the Bombay High Court from time to time and no individual intimation thereof will be given. **The candidates must frequently visit the official website to know the updates with regard to the selection process.**
- [I] 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.
- [J] 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/herself or through anybody else, then his/her candidature will be rejected.
- [K] The selection/appointment will be made strictly in the order of merit, on the basis of the marks secured by the candidates in the Screening Test, Typing Test and Viva-voce.
- [L] The Select and Wait Lists, so prepared, shall ordinarily be valid for a period of two years from the date of its notification. Provided that, the Hon'ble the Chief Justice may, in His Lordship's discretion, direct the appointment from those list(s) even after expiry of the period of two years until a new list is prepared in accordance with the rules.

- [M] 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.
- [N] 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.
- [O] 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 online application is false/incorrect/wrong.
- [P] 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.
- [Q] The decision of Selection Committee shall be final in this selection process.

BY ORDER

Sd/-

**REGISTRAR GENERAL
HIGH COURT OF JUDICATURE AT
BOMBAY**

Date :- 14th January, 2025