

ADVERTISEMENT

Dated : 01/08/2019

Eligibility Criteria :-

1. **Qualification :-** A candidate -
 - (a) must possess a Bachelor Degree from recognized University. Preference will, however, be given to Law Graduates.
 - (b) must have passed Government Commercial Certificate Examination, or examination conducted by Government Board or I.T.I. for English Typing with speed of 40 w.p.m.
 - (c) must possess 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 :
 - a) Universities established under the Maharashtra Universities Act, 1994.
 - b) Goa/Maharashtra State Board of Technical Educational
 - c) NIC g) C-DAC k) CEDIT
 - d) DOEACC h) DATAPRO l) MS-CIT
 - e) APTECH i) SSI
 - f) NIIT j) BOSTON
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, for General category and not more than 43 years, for 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.

3. In addition to above eligibility criteria, the candidate must have adequate knowledge of Marathi language.

INSTRUCTIONS TO THE CANDIDATES

1. The candidates shall apply online, in the prescribed format, through the High Court website i.e. <https://bombayhighcourt.nic.in> within 15 (Fifteen) days from the date of publishing advertisement in the news paper, after which the link will be disabled. The format of application is available for downloading. For the sake of convenience, the candidates are advised to keep ready duly filled in sample application and declaration, while submitting application and declaration online.
2. 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.
3. Eligible candidates as per the detailed advertisement can apply from **00.00 hours of 03/08/2019 till 24.00 hours of 17/08/2019** on <https://bombayhighcourt.nic.in/recruitment.php>
4. Detailed advertisement with procedure for filling the form is available on <https://bombayhighcourt.nic.in/recruitment.php>
5. The online application will not be considered for the particular advertised post unless online payment is made towards application charges. In case of submission of more than one online application by the candidate, his/her last application, alongwith fees will only be considered.
6. The application fees of Rs.100/- should be paid online, by challan or at Maha e-Seva Kendra (CSC) only. The fees shall not be refunded in any case. Mere payment of nonrefundable fees by a candidate, does not create any right in favour of the candidate to appear for the Screening/Written Test.

7. Procedure for online payment

- a) Click on “my account” tag on top left of the Screen.
- b) Click on “my account” select “my application” and then select “direct recruitment”.
- c) For making online payment three options are available :
 - 1) Pay online by which payment can be made through payment gateway using Credit Card/Debit Card/Net Banking /PayTm
 - 2) Pay by challan, a candidate needs to take print of challan and pay the fees through any Branch of State Bank of India (Rs.50/- will be additionally charged as bank charges).
 - 3) Pay at Mah e-Seva Kendra (CSC)
 - 4) A candidate should pay by challan after two hours of submitting the application online and in any case on or before the last date of payment by challan.

8. The candidates, who are already in Government Service, shall apply through proper channel 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 candidates should not send original or attested copies of the documents/certificates at the stage of submitting application online. The candidates shall take printout of duly filled in online application and shall produce the same alongwith the copies of documents as and when directed by this office.

10. Candidate, who is called for viva-voce, must submit to the Registrar (Administration), High Court of Bombay, Bench at Nagpur, attested copies of the following certificates and to bring originals thereof, at the time of Viva-Voce :-

- (i) Certificate or proof of date of birth (School/College 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 (GCC) or I.T.I. for the speed of 40w.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, Linux etc;

(v) A caste certificate from such authority as may be prescribed by the Government, wherever applicable;

(vi) Domicile Certificate issued by Competent Authority.

(vii) Declaration of small family in the prescribed format **(Form 'A')**;

(viii) **Original** Character certificates issued by two respectable persons, with their names, designation, mobile number and full postal address, (issued on or after date of publication of the advertisement, in the proforma given with this advertisement **(Form 'B')**, certifying that the candidate bears good moral character, ;

(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/Affidavit executed before Executive Magistrate

(xi) Other essential documents in connection with the information provided in the online application form.

11. The High Court reserves the right of short-listing the candidates at any stage on the basis of higher educational qualification and academic excellence.

12. The eligible shortlisted candidates will be required to undergo screening/written test of objective type with multiple choice questions, for 90 total marks. The duration of the screening test will be 1 (one) hour. The test will be on the following subjects :-

Subject	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)	

13. **Only Candidates qualifying screening test will be called for English Typing Test of 20 marks. Typing passage of 10 minutes containing of 400 words. The English Typing Test will be taken on Computer only. Candidates qualifying typing test, only, would be called for Viva-voce/Interview of 40 marks;**

14. 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 for screening and typing test will be sent only on e-mail address of each candidate. Acknowledgment thereof should be given by each candidate by return of e-mail only.

15. The Candidates should provide **correct e-mail address** on which call letter will be issued. If the call letter is not delivered to the candidate due to providing wrong e-mail address, the Registry will not be responsible for the same.

16. The eligibility of the candidate, who is to be called for viva-voce, in view of the marks obtained by him/her in the screening test and typing test, shall be finally decided after scrutiny of the application, verification of documents and testimonials produced at the time of viva-voce. The candidates who are called for viva-voce shall produce all the original documents at the time of interview. If it is found that the candidate does not meet the eligibility criteria as per advertisement, then he/she will not be allowed for viva-voce (interview) and will be disqualified.

17. 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.

18. The schedule of recruitment process is subject to change on account of any unforeseen event/s, beyond the control of the office. Such change, if any occurred, will be published on the official **website of the High Court**, from time to time.

19. No complaint / grievance shall be entertained or heard by the High Court for non-receipt of call letters due to providing wrong e-mail address.

20. An application containing incomplete / incorrect information will be rejected. If any of the particulars furnished by a candidate 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 the same manner.

21. 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.

22. The Selection and Wait List so approved shall be valid for a period of two years from the date of publication. The lists shall stand lapsed thereafter, unless period is extended by the Hon'ble the Chief Justice.

23. An appointment to the above said 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, service of the appointee shall be liable to be terminated at any time, without giving notice or assigning any reason.

24. 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.

25. 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.

26. 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.

27. The decision of Selection Committee shall be final in the selection process.

BY ORDER

Sd/-

REGISTRAR
(ADMINISTRATION)

HIGH COURT BENCH AT NAGPUR

01st August, 2019

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 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 to my personal knowledge. If any information is found to be false/incorrect, I would 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 No. ___ of children born after 28th March, 2005 is _____ (mention dates of birth, if any).

4) I am aware that, if total number of living children are more than two, to the children born after 28th March 2005, I am liable to be disqualified for the said post.

Place :-

Date :-

Name and Signature of applicant

Note : The above Declaration should also be filled in by unmarried candidate stating 'not applicable' in respective places.

FORM – B

Character Certificates

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. _____