

**HIGH COURT OF JUDICATURE AT BOMBAY:**  
**NAGPUR BENCH: NAGPUR**

No-N- 01/911/ASR/RA/2015

Dated: 01/12/2015

**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 33 candidates and Wait List of 33 candidates for the post of Clerk on the establishment of the High Court of Judicature at Bombay, Nagpur Bench, Nagpur, in the pay scale of Rs. 5200-20200 + Grade Pay Rs. 1900/- plus allowances as per the Rules. 2% of the posts are reserved for persons with disability, that is to say 1% for those with hearing impaired (PD- partially deaf) and 1% for those whose one leg is affected, as per High Court Notification No. Rule/X – 2319/71, dated 20th November, 2009.

**Eligibility Criteria :-**

- 1) Qualification :- A candidate for being eligible -
- (a) must be a Graduate of any Recognized University in any faculty. 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 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 :
    - a) Universities established under the Maharashtra Universities Act, 1994.
    - b) Goa/Maharashtra State Board of Technical Education.
    - c) NIC
    - d) DOEACC
    - e) APTECH
    - f) NIIT
    - g) C-DAC
    - h) DATAPRO
    - i) SSI
    - j) BOSTAN
    - k) CEDIT
    - l) MS-CIT

- 2) **Age Limit** : On the date of publication of advertisement age should not be less than 18 years and more than 33 years in case of General category and not more than 38 years in case of candidates belonging to Scheduled Caste, Scheduled Tribe, Other Backward Class or Special Backward specified for the time being by the Government of Maharashtra. The upper age limit prescribed for recruitment is relaxed upto 45 years in case of physically handicapped persons in view of Government Resolution No. SRV 1077/3576/1433/16-A dated 23/05/1978, if they are otherwise suitable and have the necessary capacity to perform the duties of the post.
- 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. <http://bombayhighcourt.nic.in> within 8 days from the date publication of advertisement in newspaper, 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 starting filling in application online, a 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 candidate as per the detailed advertisement can apply from **01/12/2015 to 08/12/2015** on <https://bhc.mahaonline.gov.in>
- 4) Procedure for filling in the form as per the given advertisement is available on <https://bhc.mahaonline.gov.in>
- 5) The online application will not be considered for the particular advertised post unless online payment or challan payment is made towards application fees.

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- 6) The fees of Rs. 25/- should be paid either by online or by challan. The fees shall not be refunded in any case.
- 7) Only shortlisted candidates shall pay a sum of Rs. 575/- only either by online or by challan. The fees shall not be refunded in any case.
- 8) Procedure for online payment:
  - a. Click on “**my account**” tab on top left.
  - b. Click on “**my account**” select “**my application**” and then select “direct recruitment”.
  - c. For making online payment two options are available.
    - 1) Pay online
    - 2) Pay by Challan
  - d. Under option “**pay online**” payment can be made through credit card debit card, and net banking.
  - e. For option “**pay by challan**” a candidate need 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).
  - f. 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.
- 9) The candidate should not send original or attested copies of the documents/certificates at the state of submitting application online.
- 10) Candidate, who is likely to be called for viva-voce, must submit to the Registrar (Administration), 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/College Leaving/Birth Certificate/SSC.
  - (ii) Certificate of having passed the qualifying examination/degree.
  - (iii) Statement of marks obtained at the qualifying examination/degree
  - (iv) Certificate of character certifying that he/she bears good moral character from two respectable persons issued on or after publication of this advertisement. (Original)

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- (v) Certificate about prescribed knowledge in Computer operation issued by University/Institute as mentioned in the column of qualification.
- (vi) Certificate of requisite speed in English Typing issued by Bureau of Government Examinations, Maharashtra State, or Government Board or I.T.I.
- (vii) A caste certificate from such authority as may be prescribed by the Government wherever applicable.
- (viii) Disability certificate issued by the Civil Surgeon/Medical Superintendent of concerned District Government Hospital, if applicable.
- (ix) Domicile Certificate in the State of Maharashtra.

11) High Court has reserved the right of shortlisting the candidates on the basis of higher educational qualification and academic excellence.

12) The eligible shortlisted candidates will be required to undergo screening/written test of 90 marks of one hour duration and English Typing Test of 20 marks. The Screening Test will be comprising of Objective type multiple choice questions on the following subject :

|                         | <u>Marks</u> |
|-------------------------|--------------|
| 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) Screening Test of 90 marks and Typing Test of 20 marks of eligible Candidates would be taken simultaneously. In order to avoid inconvenience, Screening and Typing Test of the eligible shortlisted candidates shall be conducted on same day. However the Typing Test papers will be checked only of the candidates who have passed the Screening Test. The English Typing Test will be taken on Computer only. Candidates qualifying screening and typing tests will be called for viva-voce 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 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 Candidate 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 that.
- 16)The eligibility of the candidate, who is to be called for viva-voce in view of the marks obtained by him in the screening test and typing test, shall be finally decided after scrutiny of the applications, verifications of documents and testimonials produced at the time of viva-voce. Only eligible shortlisted candidates will be allowed to appear for viva-voce.
- 17)The candidates will have to appear for tests and viva-voce on scheduled dates, at their own expenses.
- 18)The schedule of recruitment process is subjected to change on account of any unforeseen events beyond the control of the Office. Such change would be published on the official web site 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)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. Decision of Selection Committee in this behalf will be final.
- 21)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, typing test and viva-voce.

NAGPUR  
DATE :

BY ORDER  
  
(A.S. RAJANDEKAR)  
REGISTRAR  
(ADMINISTRATION)  
HIGH COURT OF BOMBAY  
NAGPUR BENCH, NAGPUR