

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

The Registry of the High Court of Judicature at Bombay, Nagpur Bench, Nagpur is granted permission to prepare Select List of 45 candidates and Wait List of 11 candidates for the post of ‘Clerk’ (i.e. existing 14 vacant posts and 31 expected vacancy in the next two years) after keeping reserved 4% posts (i.e. 02 posts) for persons with disabilities, in pursuance of the directions given in Writ Petition (L) No. 1137/2018 with P.I.L. No. 72 of 2018 (P.I.L No. 46 of 2018 Aurangabad Bench). The posts for the persons with disabilities, as may be notified after identification of suitable categories of disability, will be filled in near future as per the notification of the Bombay High Court.

Therefore, by this advertisement, applications are invited online from aspirant candidates domiciled of Maharashtra, who fulfil below mentioned eligibility criteria and essential conditions on the date of publication of this advertisement, for preparing a Select list of 45 candidates and Wait list of 11 candidates for the post of ‘Clerk’, in the Pay Matrix of S-10: ₹ 29200 – 92300/- plus allowances admissible as per rules.

**(1) Eligibility Criteria and other essential conditions:-**

**A) Age Limit: -**

<b>Category</b>	<b>Minimum Age Limit</b>	<b>Maximum Age Limit</b>
For General (open)	18 years	38 years
For Scheduled Castes, Scheduled Tribes or 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 a proper channel	18 years	Not applicable

**B) Educational Qualification: - The Candidate shall:-**

- (i) possess University Degree from any recognized University, preference being given to the holders of Degree in Law;
- (ii) 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 or above;
- (iii) possess a Computer Certificate about proficiency in operation of Word Processor in Windows and Linux, in addition to M.S. Office, M.S. Word, Wordstar7 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

h) DATAPRO

d) DOEACC

i) SSI

e) APTECH

j) BOSTON

f) NIIT

k) CEDIT

g) C-DAC

l) MS-CIT

m) Certificate / Qualification regarding Computer knowledge specified in Government Resolutions dated 04/02/2013, 08/01/2018 and 16/07/2018 issued by Information Technology (GAD) Department of Government of Maharashtra.

**C) No candidate shall be eligible for appointment: -**

- i) if he/she is not a citizen of India; or
- ii) if he/she is not competent to enter into a contract; or
- iii) if he/she has been convicted by a criminal court or have a criminal case pending against him/her; or

- iv) if he/she has been convicted for offense involving moral turpitude or is or has been permanently debarred or disqualified by the High Court or UPSC or any State Public Service Commission, as the case may be, from appearing in any examination or selection process conducted by it; or
- v) if he is a man who has more than one wife living, and if a woman, if she has married to a man who is already having another wife; or
- vi) if he/she has more than two children, born after 28/03/2006, vide Maharashtra Civil Services (Declaration of Small Family) Rules, 2005.

**D)** In addition, the candidate must have adequate knowledge of Marathi language.

**E)** Those candidates who are presently under Court/Government service shall take prior permission and obtain No Objection Certificate from their present office. Such candidates shall produce the said Certificate as and when directed by the Registry at Nagpur Bench.

**(2) Shortlisting of Candidates :-**

The High Court reserves the right to adopt an appropriate method/methods for the shortlisting of the candidates at any stage of recruitment process. The list of shortlisted candidates shall be displayed on the official website of the Bombay High Court. It is clarified that merely satisfying eligibility criterion or acceptance of Application Form, does not entitle the candidate to be called for the test.

**(3) Instructions for Online Application form :-**

i) Applications will be scrutinized by Computerized programme. Therefore, the candidates are advised to minutely go through all the instructions and detailed advertisement before filling the Online application form. The Registry will not entertain any inquiry/grievance in that respect.

ii) The candidate shall submit the application online only in the prescribed format through the High Court website i.e. <https://bombayhighcourt.nic.in> for which link shall open at 11.00 a.m. on 13/05/2024 to 05.00 p.m. on 27/05/2024, after which the link shall be disabled.

iii) Before commencing to fill the rest of online application form, the candidates shall pay registration fee of ₹ 200/- by clicking on the link provided, through “SBI Collect” an online gateway facility and get an alphanumeric reference number which shall be filled up in fee details / SBI Collect Reference No. in the Online application.

iv) The candidate should give his/her correct detailed address with Pin Code for correspondence.

v) The candidate should provide correct e-mail address and his/her mobile number on which correspondence will be made, if any.

vi) Married candidate should fill correct information in the respective column.

vii) 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

viii) For Graduation, *marks obtained* and *total marks* in the Final Year of Graduation (including graduation in 5 years LL. B. course) shall only be mentioned. The marks of previous years need not be mentioned.

**Note:-** Where there are two semesters in a year, the total of marks of both the semesters shall be mentioned for final year of Graduation.

- ix) Where the final year mark sheet mentions Grades like C.G.P.A./S.G.P.A. etc., the candidates are required to mention total marks obtained and out of marks of the final year, which accurately correspond to such grades.
- x) 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.
- xi) The candidate shall ensure that the form is properly filled, before submitting the same by clicking on the box containing words 'I Agree'. The information cannot be changed after such submission and any inquiry/query/grievance in this regard shall not be entertained.
- xii) The candidate shall note down Registration number which will be displayed after submitting of an application and thereafter take a printout of the duly filled in application form from the tab 'Print Application'. The printout or any original or attested copies of the documents/certificates need not be sent to the Registry at the stage of submitting online application. The said printouts and copies of documents shall be produced by the candidates when called upon to do so.

**(4) Procedure for online fee payment :-**

- a) A candidate is required to pay Registration fee of ₹ 200/- through **SBI-Collect**- an online payment gateway facility, only.
- b) The candidates are directed to follow instructions given in 'User Manual'. Additional charges, if any, levied by the concerned bank shall be payable by the candidates.
- c) The application shall not be considered without successful payment of fees. No part of the fee shall be refunded, in any case. Mere payment of non-refundable fee by a candidate does not create any right in favour of the candidate to appear for tests.

d) The 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 / claim/ loss etc. while making payment.

**(5) Scheme of Examination:-**

i) Tests:-

Sr. No.	Scheme of Examination				Duration
1)	<u>Screening/written test comprising of Objective type multiple choice questions on the following syllabus:-</u>				60 minutes
Sr. No	Subject	Syllabus	No. of question	No. of marks allotted	
1	Marathi	Grammar, construction of sentence and usage of words	10	10	
2	English	Spelling, Grammar, 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	

Sr. No.	Scheme of Examination	Duration
	Except for Marathi language related questions, other questions of the Screening/written test shall be in English language.  (Maximum marks-90) (Minimum passing marks-45)	
2)	<u>Typing (English) Speed test on Computer</u>  Passage containing approximate words -400.  (Maximum marks-20) (Minimum passing marks-10)	10 minutes
3)	<u>Viva-voce</u> (Maximum marks -40)	

ii) Eligible shortlisted candidates qualifying the Screening test will be called for the Typing Test and candidates qualifying the Typing test will be called for Viva-voce as per merit.

iii) The candidate shall generate/download Admit Card and get it printed from the link after shortlist provided on the Bombay High Court website.

iv) The time table, venue of tests, Viva-voce and the results of recruitment process at all stage shall be displayed on the official website of the Bombay High Court i.e. <http://bombayhighcourt.nic.in>. No personal communication shall be made.

**(6) Verification of Documents:-**

The candidates, who are likely to be called for Viva-voce, shall submit to the office self-attested copies of the following documents/certificates and produce originals thereof for verification at the time of Viva-voce: -

- a) Certificate of proof of Date of Birth (School Leaving certificate or Birth Certificate issued by Competent Authority or Board Certificate of 10<sup>th</sup> Std.);

- b) Mark sheets and passing certificates of educational qualification, such as SSC, HSC, Graduation, Law Graduation and Post Graduation etc. The students having Grades like C.G.P.A/S.G.P.A. etc. in their marksheet shall provide documentary proof issued by the concerned institutions/ Board/University/College etc. to show that the Grades are correctly converted into marks. In absence of such proof the application form is liable to be rejected;
- c) Certificate issued by the Government Board (GCC-TBC) or I.T.I. for the speed 40 w.p.m. or above in English Typing;
- d) A certificate of computer proficiency issued by any recognized institution, as mentioned in eligibility criteria;
- e) Caste certificate from such authority, as prescribed by the Government, wherever applicable;
- f) A Domicile Certificate issued by competent authority from the State of Maharashtra;
- g) Where the Candidate's name is changed, a copy of Government Gazatte/Marriage Certificate issued by the Competent Authority.
- h) A self-declaration regarding small family in the prescribed format **(Form 'A')**
- i) Original Character certificates issued by two respectable persons reflecting about character of the candidate in the prescribed proforma, given with advertisement. The character certificates should be issued on or after the date of publication of the advertisement **(Form 'B')**
- j) No Objection Certificate issued by the Government Office, where the candidate is already working and has applied with prior permission of the Head of the Department.
- k) Any other document to support the information provided in the online application.
- l) Any other documents, if asked by the Registry.

**(7) Select List and Wait List**

- a) On the basis of performance of candidates in Tests and Viva-voce, a Select List and Wait List of candidates for the above-said post will be prepared in the order of merit and the same will be published on the official website of the Bombay High court in due course of time, after the selection process is over.
- b) The Select List and Wait List shall be valid for a period of two years from the date of its publication and shall stand lapsed thereafter, unless the validity period is extended by the Honourable the Chief Justice.
- c) The Wait List shall be operated only for occurrence of vacancy caused by non-joining of the candidate from the Select List within the stipulated time allowed or where a Select List candidate joins the post but resigns, etc. within the period of validity of the said list. However, mere enlistment of name in the Wait List does not confer any right in favour of Wait Listed candidates to claim appointment for the post of Clerk.
- d) Candidates shall be appointed initially on probation for a period of 02 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.
- e) The name of the candidate shall be removed from the Select List / Wait List without any notice, if it is revealed that any information supplied by such candidate in the Application Form is false/incorrect/wrong.
- f) If a candidate on the Select List / Wait List fails to join the duty within the period stated in the appointment order, his/her name will be struck off/removed from the Select List/Wait List.

**(8) Other Important Instructions:**

i) The candidates applying should ensure that they fulfil the prescribed eligibility conditions on the date of publication of this Advertisement. Their admittance to Tests will be purely provisional and subject to the verification of the certificates/documents from the Original produced at the time of Viva-voce.

ii) The candidates will have to appear for the said Tests and Viva-voce as and when called for, at their own expense. They shall keep with them printout of Admit Card along with original ID proof like Aadhar Card/PAN/ Election Identity Card/Driving licence/Passport etc., while appearing for the said Tests and Viva-voce.

iii) The candidate shall ensure that the Application form is properly filled. The Application missing necessary particulars shall be summarily rejected. If any particulars furnished by a candidate is found to be false or incorrect or it is found that the candidate does not fulfil any of the eligibility conditions, at any stage of selection process, his/her candidature shall be rejected and such candidate shall be debarred from the recruitment process without any notice and if appointed, will be liable to be dismissed/terminated. The suppression of any material fact will be similarly treated.

iv) The eligibility of a candidate, who is to be called for the Viva-voce/Interview, on the basis of marks obtained by him/her in the Screening Test and Typing Test, shall be finally decided after scrutiny of the applications, verification of original documents and testimonials produced at the time of Viva-voce/Interview. After due scrutiny, only eligible candidates will be allowed to appear for the Viva-voce.

v) The candidates are advised to visit Website of Bombay High Court for update of information about the recruitment process or change of schedule of recruitment process on account of any unforeseen event/s, beyond the control of

the office. The High Court shall not be responsible for missing or non-receipt of any information on account of his/her failure to checkup with the official website from time to time.

vi) In case candidate submits more than one application form, he/she must note that the application last submitted will only be entertained. No correspondence requesting to accept previous application(s) will be entertained.

vii) Candidates must note that fee once paid will not be refunded in any circumstances even in case where fee for more than one application form has been paid by the candidate.

viii) Candidates attempting to influence directly or indirectly shall be disqualified.

ix) The decision of the Selection Committee on any issue as would be raised at any stage shall be final in this selection process.

x) The number of vacancies is tentative and subject to change(s) i.e. increase or decrease on account of any administrative reasons.

xi) The Registry reserves the right to cancel/restrict/enlarge/modify/alter the conditions /rules of advertisement, if needed, without issuing any notice.

Sd/-

Ravindra M. Sadrani  
Registrar (Administration)

High Court of Bombay, Nagpur Bench, Nagpur

Date : 09/05/2024

**FORM – A**  
**DECLARATION**

I, Shri/Smt./Kum. \_\_\_\_\_  
son/daughter/wife of Shri \_\_\_\_\_ aged \_\_\_\_\_  
years, resident of \_\_\_\_\_  
do hereby declare as follows :-

1. I 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.

2. I have \_\_\_\_\_ (number) living children as on today. Out of which number of children born after 28<sup>th</sup> March, 2005 is

\_\_\_\_\_  
(mention dates of birth, if any).

3. I am aware that, if total number of living children are 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.

4. I declare that no criminal case is pending against me. I have never been convicted by any Court. I am not facing any disciplinary enquiry.

Place :

Date :-

Signature and Name of applicant

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

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**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 : \_\_\_\_\_ Signature \_\_\_\_\_  
Date : \_\_\_\_\_ Name : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Mobile No. : \_\_\_\_\_