

IN THE HIGH COURT OF BOMBAY

APPELLATE SIDE

Advertisement **NO. R-P1602/2012**

Applications in the prescribed form are invited **online** from eligible candidates for 45 posts of **Court Managers** on the establishment of the High Court, Bombay and its Benches at Nagpur and Aurangabad and District Courts in the State of Maharashtra, in the cadres and on the emoluments below mentioned on contract basis for a period upto 31st March, 2015. The tenure of posts may be extended depending upon the extension of the scheme under the 13th Finance Commission. Separate application shall be submitted for each cadre.

1) <u>No. of posts available</u> :-	General Manager	–	04
	Senior Court Manager	–	06
	Court Manager	–	35

General Managers are likely to be posted at Bombay High Court Principal Seat, at Mumbai, and its Benches at Nagpur and Aurangabad.

Senior Court Managers are likely to be posted in District Courts at Divisional Headquarters i.e. Aurangabad, Nagpur, Pune, Nashik, Amravati and Thane (Kokan).

Court Managers are likely to be posted in District Courts at any of the District Headquarters, in the State of Maharashtra.

The number of posts of each cadre is tentative and likely to vary.

2) Emoluments :-

Cadre	Fixed Pay	HRA	Conveyance Allowance	Peon Allowance	Medical Allowance	Total (p.m.)
General Manager	57500	12000	1600	3000	2500	76600
Sr. Court Manager	51500	9000	1400	2500	2000	66400
Court Manager	40000	7000	1400	2500	2000	52900

3) Eligibility criteria

A) The candidate in order to be eligible for appointment to the post of –

1) **Court Manager** :

- (a) must hold an MBA degree or advanced diploma in general management;
- (b) must have 5 years experience/training in systems and process management, IT systems management, HR management or financial systems management; and
- (c) must have passed MSCIT/DOEACC examination and excellent computer application skills.

2) **Sr. Court Manager** :

Same as Court Manager with at least 5 years work experience in Government Organisation or reputed Institution / Industry.

3) **General Manager** :

Same as Court Manager with at least 8 years work experience in Government Organisation or reputed Institution / Industry.

B) Preference will be given to the candidates who hold degree in Law.

C) **Age** :- A person who is not less than 25 years of age and not more than 40 years of age on the date of publication of this advertisement shall be eligible for appointment.

Provided that, the upper age limit in case of candidates belonging to SC/ST and communities recognised as backward by the Government for the purpose of recruitment shall be 45 years.

4) No person shall be eligible for appointment as Court Manager :-

- (a) if he is not a citizen of India;
- (b) if he has been convicted of an offence involving moral turpitude or he is or has been permanently debarred or disqualified by the High Court or the Union Public Service Commission or any State Public Service Commission from appearing for examinations or selections conducted by it; or
- (c) if he directly or indirectly influences the Selection Committee by any means for his candidature; or

- (d) if he is a man, has more than one wife living and if a woman has married a man already having another wife; or
- (e) if he has more than two children.

Explanation :- For the purposes of this clause, where a couple has only one child, any number of children born out of a single subsequent delivery shall be deemed to be one child.

Provided that, a person having more than two children on the date of commencement of Maharashtra Civil Services (Declaration of Small Family) Rules, 2005 i.e. 28.04.2005, shall not be disqualified for appointment so long as the number of children he had on the date of such commencement does not increase.

Provided further that a child or more than one child born in a single delivery within the period of one year from the date of such commencement shall not be taken into consideration for the purpose of disqualification mentioned in this clause.

A candidate shall fill in a declaration of small family appended to the application.

- 5)** The Court Manager shall undergo such training as may be prescribed by the High Court from time to time.
- 6)** The candidates shall not send any certificate at the stage of submitting application for the post. A candidate, who is called for viva-voce, must submit to the Registrar General of the High Court, within the stipulated period, attested copies of certificates or originals, as the case may be, showing:-
- i)** his/her age as on the date of publication of Advertisement. e.g. Secondary School Certificate, School Leaving Certificate etc.
 - ii)** the marksheet and passing/degree certificate of H.S.C., Graduation and Post-Graduation.
 - iii)** the marksheet and degree certificate of M.B.A. or Advanced Diploma in General Management.
 - iv)** certificates of passing MSCIT/DOEACC examination.
 - v)** the marksheet and degree certificate of LL.B. examination, if passed.

vi) a candidate belonging to backward class must also produce the certificate to the effect that he/she belongs to a community recognised as backward for the purpose of recruitment to the service under the Government of Maharashtra.

vii) work experience certificate.

viii) that he/she is of good moral character, from two respectable persons (original).

ix) declaration of small family as appended to the format of the application form (original).

The candidate shall produce original certificates for verification at the time of submitting the attested copies of the documents referred to above.

7) For the purpose of shortlisting the candidates, **the High Court will hold a preliminary written examination/screening test** and call upon the candidates obtaining the cut off marks, as may be fixed by the High Court, to appear for viva-voce, maintaining the ratio, as may be fixed by the High Court, of the available vacancies to the successful candidates in the examination/test. Provided that the High Court may fix cut off marks, in the viva-voce examination, to be eligible for selection.

8) The medium of the examination shall be English.

9) Candidates will have to appear for examination/test at their own cost and shall not be entitled to claim travelling allowance or any expenses from the High Court.

10) Candidates called for interview will have to appear before the Selection committee in the office of the High Court at Mumbai. No travelling allowance or any expenses shall be payable to such candidates.

11) The selected candidates will not be appointed unless the Medical Authority specified by the High Court certifies them to be fit to discharge the duties of the post.

- 12)** The selected candidate will not be appointed unless he or she is found to be of good character and is in all respects suitable for appointment to the service.
- 13)** The decision of the High Court as to the eligibility or otherwise of a candidate for admission to the written examination/test and viva-voce shall be final.
- 14)** Candidates shall submit their applications online only in the prescribed format through the High Court website i.e. <http://bombayhighcourt.nic.in> till **09th November, 2012 upto 5.30 p.m.**, after which the link will be disabled. The format of application and declaration are available for downloading. For the sake of convenience, candidates are advised to keep ready duly filled in sample application and declaration, while submitting application and declaration online.
- 15)** Before filling in online application, a candidate must have his latest passport size photograph and signature duly scanned in separate files in the .jpg format in such a manner that each file size shall not exceed 40KB and shall attach the same at the appropriate places shown in the online application form.
- 16)** Fees in the sum of Rs.1,000/- for General Category candidates and Rs.500/- for Backward Class candidates should be paid in the form of demand draft payable at par at Bombay issued in favour of Registrar, High Court, Appellate Side, Bombay, and be sent by Registered Post A.D. so as to reach the office of the Registrar General, High Court, Fort, Mumbai – 400 032 on or before **23rd November, 2012**. Fees shall not be refunded in any case. The Name and Registration I.D. Number of the candidate as appearing on the acknowledgment slip, after submitting the application online, should invariably be mentioned overleaf the Demand Draft so as to enable the office to attach it with the respective application. Candidate shall also annex copy of the acknowledgment slip with the Demand Draft.
- 17)** Applications containing incomplete/incorrect information will be liable to be rejected. Should any of the particulars furnished be found to be false to the knowledge of the candidate, he/she will not be allowed to participate in the selection process, and if appointed, will be liable to be dismissed. A wilful suppression of any material fact will be treated similarly.

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18) Eligibility of the candidate, who is likely to be called for viva-voce, in view of the marks obtained by him or her in the examination/test, shall be finally decided after scrutiny of the documents produced by him, on being called upon to do so. A candidate will be called to appear for viva-voce, only when he is found eligible, on scrutiny of documents.

19) The prescribed format of application is available on the website of the High Court i.e. **<http://bombayhighcourt.nic.in>**.

20) Success in the examinations and resultant selection shall confer no right of appointment upon the candidate and unless the High Court is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment, he or she will not be appointed to the post.

21) The High Court reserves the right to adopt appropriate method of short listing the candidates at any stage.

22) For further details like duties and responsibilities of Court Manager and conditions of service etc., candidates may visit the High Court website.

Sd/-

Dated:- 9th October, 2012.

**(S.B. Shukre)
Registrar General,
High Court, Mumbai.**

DECLARATION

FORM – A

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

1. That I have applied for the post of _____
2. I have _____ (Number) living children as on today out of
which No. of children born after 28th April, 2005 is -----
3. I am aware that, if total number of living children are more than two due to
the children born after 28th April, 2006 I am liable to be disqualified for the
said post.

Place :

Date:

(Signature)