

## **NOTICE**

It is hereby notified that the Lower and Higher Standard Departmental Examinations of the High Court Staff on the Original Side will be held on Saturday, 25<sup>th</sup> February 2017 and Sunday, 26<sup>th</sup> February, 2017.

**The Programme of the Examinations will be as under :-**

### **LOWER STANDARD DEPARTMENT EXAMINATION**

**ON SATURDAY, THE 25<sup>TH</sup> FEBRUARY, 2017.**

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<b>Subjects</b>	<b>Marks</b>	<b>Time</b>
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**WRITTEN:**

<b>PAPER – I</b>	100	11.00 A.M.
General English, Questions		to
to test examinee's General		02.00 P.M.

English. (The paper will included questions on Grammer and idioms). There will also be a test in precise writing, drafting and letters writing.

**PAPER – II (a)**

a. Question to test the examinees 100 03.00 P.M.

knowledge of such parts of the to

High Court, Original Side, Rules, 06.00 P.M

1980, alongwith the Rules made

by the High Court under Section

122 of the Code of Civil Procedure

1908, the Limitation Act, 1963, the

Bombay Court Fees Act, 1959, the

Rules made under the High Court

Judge's (Conditions of Service)

Act, 1954, as relate to the matters

falling within the scope of a Clerk's

duties (With Books.)

b. Question to test the examinees

Knowledge of such parts of the

Office Manual, Volume I of the

Office of Court Receiver as

referred to the matter coming  
within the scope of a Clerk's  
duties.

(With Books.)

c. Questions to test the examinees

Knowledge of Rule Nos. 1, 4, 7,  
8, 9, 11, 13, 15, 16, 18, 19, 21,  
22, 23, 26, 27, 35, 37, 42, 43, 44,  
46, 48, 49, 52, 52A to 52B, 53 to  
55, 57, 58, 59, 59A, 61 to 63, 71  
to 74, 80 to 87, 89, 91 to 94, 101  
to 125, 130, 134, 136, 136A, 143  
to 146, 151 to 155, 169, 171 to  
180, 182, 183A, 188, 196 and  
199, framed under the Presidency  
Towns Insolvency Act, 1909,  
Including the Forms wherever  
Referred to the said Rules.

(With Books).

**HIGHER STANDARD DEPARTMENTAL EXAMINATION**

**SATURDAY, THE 25<sup>TH</sup> FEBRUARY, 2017.**

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<b>Subject</b>	<b>Marks</b>	<b>Time</b>
<b>WRITTEN:</b>		
<b>PAPER –I</b>		
a. The Code of Civil Procedure, 1908  (with Books) as relate to the matter  falling within the scope of the  examinee’s duties.	100	11.00 A.M.  to  02.00 P.M.
b. Letters patent, Company Rules,  Limitation Act, 1963 and Indian  Succession Act, 1925 (with Book)		
c. Presidency Town Insolvency Act,  1909, including Rules and Forms  Prescribed thereunder, as relate to  The matters falling within the  Scope of the examinee’s duties  (With Books)		

d. Office Manual of the Office of the

Court Receiver

(With Books)

e. The High Court Judges'

(Conditions of Service) Act, 1954

(With Books)

**PAPER – II**

a. The Maharashtra Civil Service 100 03.00 P.M.

Rules (leave) 1981, The Maharashtra to

Civil services (Pension) Rules, 1982, 06.00 P.M.

The Bombay High Court (Conduct)

Rules, 1989, The Bombay High Court,

(Discipline & Appeal) Rules, 1984.

(With Books)

b. Accounts Code

c. Contingent Manual.

d. Budget Manual, and

e. Stationery Manual (With Books).

**HIGHER STANDARD DEPARTMENTAL**  
**EXAMINATION ON SUNDAY THE 26<sup>th</sup> FEBRUARY, 2017.**

Subjects	Marks	Time
<b><u>PAPER – III</u></b>	50	11.00 A.M.
(PART –A) (a) Question to test practical knowledge of Forms and Precedents such as drawing of different decrees, drafting of writs, Notices Orders, etc.  (With Books)		to  12.30 P.M.
(PART-B) General English, Composition viz.  Precis – writing and drafting.  (without Books)	50	12.40 P.M.  To  02.10 P.M.
B: ORAL Questions relating to accounts rules,  For maintenance, Preservation and  destruction of records and general  questions connected with current  rules and practice.  (Without Books).	100	

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The member of the staff desirous of appearing at the Lower and Higher Standard Departmental Examination should submit their respective Applications through their Heads of Office as per the Form enclosed herewith, to the undersigned, on or before 30<sup>th</sup> December, 2016, without fail.

High Court, Original Side, )

Bombay, November 2016 )

Registrar (O.S.),  
High Court, Bombay

**Note:-**

1. Candidates appearing for the above examination are directed that no Books, written notes guides, etc. save and except the bare Act & the books prescribed and supplied by the Taxing Master for the respective Examinations be brought to the Examinations Hall and any candidate contravening the above direction and/or found making use to such written notes, Books or Guidelines will be liable to be expelled from the examination Hall and shall be liable for further action as may be directed by the Hon'ble the Chief Justice.

2. The Examination system shall be of multiple choice objective mode of Departmental Examinations which will be divided into two parts comprising of objective questions to the extent of 60% and narrative questions to the extent of 40%.

Registrar (O.S.)

High Court, Bombay



FORM OF APPLICATION TO BE MADE BY THE CANDIDATES APPEARING FOR  
THE DEPARTMENTAL EXAMINATIONS

1. Name of the Applicant,  
in Block Capital Letters  
beginning with Surname :
2. Date of Birth. :
3. Name of the Establishment of  
office. :
4. Present working in the Office :
5. Date of appointment as a  
Clerk (in continuous Service) :
6. Date of promotion to the Post  
of Assistant/Section Officer :
7. Nature of promotion to the :  
Post of Assistant/Section  
Officer (Whether on temporary  
and ad-hoc Basis or permanent  
basis.
8. Present Post held :
9. Examination for which the : Lower/Higher  
Applicant intends to appear
10. Whether exemption is obtained : LOWER Year                      HIGHER Year  
in any subject & if Yes please

mention the subject, Marks & the  
year of exemption.

11. The paper for which the :                      LOWER                      HIGHER  
Applicant intends to appear

SIGNATURE OF THE APPLICANT

SUBMITTED THROUGH THE HEAD OF THE OFFICE :-

THIS IS TO CERTIFY that the above information at item Nos. 1 to 11 are  
verified from the service record of the Candidate and the same is  
found to be correct.

HEAD OF THE OFFICE

