Instructions for filling up online application

1.   The candidate should read full detailed advertisement for the posts of **'General Manager'** before filling up the Online application form. The Registry will not entertain any inquiry/grievance in that respect.

2.   Before filling up rest of the details in Online Application, the candidate must pay Registration/Examination **Fee of Rs.1,000/- for General Category candidates and Rs.500/- for Backward Class candidates through "SBI Collect"** an online payment gateway facility and get an alphanumeric reference number which shall be filled up in fee details/SBI Collect Reference Number in Online Application.

3.   Before commencing process to fill up Online Application, the candidate must have latest passport size photograph and Signature which is 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.

4.   Candidate should give correct detailed address with Pin Code for correspondence.

5.   Candidate should provide correct E-mail ID and his/her own registered Mobile number on which correspondence will be made, if any.

6.   Candidate should fill correct and full information in all the columns of online application form.

7.   While filling up the information regarding educational qualification, candidate should mention his/her qualification in following sequence :-

        i) S.S.C.,
        ii) H.S.C.,
        iii) Graduation,
        iv) L.L.B.
        v) Post Graduation
        vi) M.B.A. or advanced diploma in general management.

a]   Candidates should mention the marks obtained in the last year of Graduation, Post Graduation and L.L.B., in column of Graduation under the head Details of Educational Qualification.

b]   Some Universities have issued final year mark sheets/certificates (i.e. Graduation, Post Graduation and Law Graduation) in the form of Grade/ C.G.P.A./S.G.P.A. instead of percentage. In this case, candidates have to obtain Marksheet/Certificate from the respective College/University having subjectwise obtained marks, total marks and percentage before filling up the online application and then to fill up the same as per instructions given in aforesaid clause. The same will have to be forwarded when the documents are called for verification.

8.   Candidate should provide detail information about any Criminal case pending against him/her or disposed off.   His/Her candidature will be rejected at any stage, if real information is hidden. If such information is noticed by the administration, the candidate is liable to be terminated from the service without prior notice.

9.   Candidate should mention details of two respectable persons, with their name, occupation, mobile no. and full postal address in online application form.

10.   Before submitting application candidate should ensure that he/she has filled up application correctly and submit the same by pressing "I Agree" button.   Thereafter, he/she cannot change/alter/edit/modify the information submitted by him/her in the online application. The Registry will not entertain any inquiry/grievance in that respect.

11.   Candidate should note down Registration Number which will be displayed after submitting of an application and thereafter take out the printout of the application by choosing option 'Select'.

12.   The Candidate shall take printout of duly filled up online application. The candidate should not send printout of duly filled up online application or any original or attested copies of the documents/certificates at the stage of submitting application online. The candidate shall produce the said printouts and copies of documents as and when directed by this office.

13.   In case of submission of more than one online application by a candidate, his/her last application alongwith fees would only be considered.

                                                            By Order

                                                            Sd/-
                                                        Registrar General
Date : 19/06/2024   High Court of Judicature at Bombay