

IN THE HIGH COURT OF BOMBAY

APPELLATE SIDE

ADVERTISEMENT

No. RC. 1505/2023/(General Manager)/3574

Applications in the prescribed form are invited **online** from eligible candidates for 1 vacant post of **General Manager** on the establishment of the High Court, Bombay and on the emoluments mentioned below, on contract basis under the 13th Finance Commission Scheme.

1) Emoluments :-

| Cadre | Fixed Pay | HRA | Conveyance Allowance | Peon Allowance | Medical Allowance | Total (p.m.) |
|------------------------|------------------|------------|-----------------------------|-----------------------|--------------------------|---------------------|
| General Manager | 57,500 | 12,000 | 1,600 | 3,000 | 2,500 | 76,600/- |

- * The fixed pay may be increased by 6% p.a., provided, the performance of the General Manager is satisfactory.

2) Eligibility criteria :-

A) Educational qualification and Experience :-

- (a) must hold a degree of MBA 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;
- (c) must have at least 8 years work experience in Government Organisation or reputed Institution/Industry;
- (d) must have passed MSCIT/DOEACC examination and excellent computer application skills;

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

3) Age :- A person who is not less than 25 years of age and not more than 40 years of age, as 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 recognized as backward by the Government for the purpose of recruitment shall be 45 years.

4) **No person shall be eligible for appointment as a General Manager :-**

| | |
|-----|--|
| (a) | if he/she is not a citizen of India; |
| (b) | if he/she has been convicted of an offence involving moral turpitude or he/she 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/she directly or indirectly influences the Selection Committee by any means for consideration of his/her candidature; or |
| (d) | if he/she is a man, having more than one wife living and if a woman has married a man already having another wife; or |
| (e) | if he/she 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 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/she 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.

5) **Termination after appointment of General Manager :-**

- (1) The Appointing Authority may terminate the services of General Manager at any time and without assigning any reason, with one month's notice or one month's pay in lieu thereof and upon such termination the General Manager shall immediately cease to hold such office.
- (2) The General Manager may also seek termination of service with one month's notice or by depositing one month's pay in lieu thereof.

6) **Transfer after appointment of General Manager :-**

(i) The post of General Manager shall be transferable throughout the State of Maharashtra.

(ii) The appointing authority shall have the prerogative to transfer a General Manager at any time.

7) The General Manager shall undergo such training as may be prescribed by the High Court from time to time.

8) The Selection Committee after holding appropriate examination /Test followed by viva-voce, shall prepare in the order of merit, a list of candidates eligible for appointment, and shall recommend the names of selected candidates.

9) The medium of the examination shall be English.

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

11) Candidates called for viva-voce 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.

12) 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.

13) 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.

14) 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.

15) The candidate shall submit their application by online only in the prescribed format through the High Court website i.e. <https://bombayhighcourt.nic.in> within 15 days from the date of publication of advertisement in newspaper, after which the link will be disabled.

- 16) Eligible candidate as per the detailed advertisement can apply from 25/06/2024 to 09/07/2024 on <https://bombayhighcourt.nic.in>. The Link shall open at 11.00 A. M. on 25/06/2024 and same shall close at 5.00 P. M. on 09/07/2024.
- 17) 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.
- 18) Instructions for filling up the form as per the given advertisement is available on <https://bombayhighcourt.nic.in>
- 19) Candidate shall fill up online application carefully 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.
- 20) 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.
- 21) In case of submission of more than one online application by a candidate, his/her last application alongwith fees would only be considered.
- 22) The online application will not be considered for the advertised post unless online payment is made towards application fees.
- 23) The Registration/Examination fees of Rs.1,000/- is for General Category candidates and Rs.500/- for Backward Class candidates, by Online mode only. The fees shall not be refunded in any case.
- 24) **Procedure for online payment.**
 - a) A candidate is required to pay Registration/Examination fees **through 'SBI Collect'** an online payment gateway facility, only.

- b) Candidates are directed to follow the instruction given in the '**User Manual**' for online payment through 'SBI Collect' facility.
 - c) Only Successful payment transactions shall be considered for the acceptance of application.
 - d) 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/ claims etc. while making payment (Disclaimer).
- 25) Candidate, who is likely to be called for viva-voce, must submit to the Registrar [Personnel], High Court, Appellate Side, Bombay, self attested copies of the following certificates and originals thereof, at the time of viva-voce :-
- (i) his/her age as on the date of publication of Advertisement. e.g. Secondary School Certificate, school Leaving Certificate etc.;
 - (ii) the marksheets and passing/degree certificates of S.S.C., H.S.C., Graduation and Post-Graduation;
 - (iii) the marksheet and degree certificate of M.B.A. or Advanced Diploma in General Management;
 - (iv) the marksheet and degree certificate of LL.B. examination, if passed;
 - (v) certificate of passing MSCIT/DOEACC examination;
 - (vi) 5 years experience / training certificate in systems and process ; management, IT systems management, HR management or financial systems management;
 - (vii) 8 years work experience certificate in Government organization or Reputed Institution/Industry;
 - (viii) a candidate belonging to backward class must also produce the certificate to the effect that he/she belongs to a community recognized as backward for the purpose of recruitment to the service under the Government of Maharashtra;
 - (ix) Original Character certificates issued by two respectable persons, with their name, designation and full postal address, issued on or after date of publication of the advertisement, certifying that the candidate bears good moral character, in the proforma given with this advertisement (**Form 'A'**);

- (x) Domicile Certificate;
- (xi) In case of married female candidate, if she has changed her name after marriage, document regarding change of her name, such as copy of Government Gazette/marriage certificate issued by Competent Authority etc.;
- (xii) Last 3 years Income Tax Return;
- (xiii) Other essential documents in connection with the information provided in the online application form;
- (xiv) Any other document if asked by the Registry;

26. The eligible shortlisted candidates will be required to undergo Written Examination/Test of 200 marks of 2 hours 15 minutes duration comprising of Objective type multiple choice questions on the following Syllabus :-

| Sr. No. | Test | No. of Questions | No. of marks allotted |
|------------------------------------|---|------------------|-----------------------|
| 1 | General Awareness (including Judicial Set Up) | 50 | 50 |
| 2 | Reasoning | 50 | 50 |
| 3 | Quantitative Aptitude | 50 | 50 |
| 4 | English Language | 25 | 25 |
| 5 | Marathi Language | 25 | 25 |
| | Total | 200 | 200 |
| (Minimum passing marks 50%) | | | |

27. Only shortlisted candidates after qualifying Written test would be called for Viva-voce of 100 marks;
28. The time-table for Written Examination/ Test and Viva-voce of the eligible shortlisted candidates will be displayed on the official website of the High Court. The Call Letters / Hall Tickets will be made available on official web-site of Bombay High Court. The candidates are advised to visit the website from time to time.
29. The Candidate should provide correct e-mail address on which correspondence will be made, if necessary.

30. The schedule of recruitment process is subject to change on account of any unforeseen event/s, beyond the control of the office. Such change would be published on the official web site of the High Court from time to time.
31. No complaint / grievance shall be entertained or heard by the High Court, in case of absence of candidates for the tests or viva-voce, etc. on scheduled date and time on account of belated receipt of intimation regarding any change so notified or on any other count.
32. An application containing incomplete / incorrect information will be rejected. If any of the particulars furnished by a candidate are found to be false or incorrect, the candidate will not be allowed to participate in the selection process and if appointed, will liable to be dismissed / terminated. The suppression of any material fact will be treated in same order.
33. Eligibility of the candidate, who is likely to be called for viva-voce, in view of the marks obtained by him/her in the examination/test, shall be finally decided after scrutiny of the documents produced by him/her, on being called upon to do so. A candidate will be called to appear for viva-voce, only when he/she is found eligible, on scrutiny of documents.
34. The name of candidate shall be removed from the Select List without any notice, if it is revealed that any information supplied by him/her in the Application Form is false/incorrect/wrong.
35. If a candidate on the Select List fails to join duties within the period stated in appointment order, his/her name will be removed from the Select List.
36. 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.
37. The selection/appointments will be made strictly on merit on the basis of the marks secured by the candidates in the Written Examination and viva-voce and on the basis of performance of the candidates.

38. High Court has reserved the right of shortlisting the candidates at any stage on the basis of higher educational qualification and academic excellence.

By Order

Sd/-

Registrar General

High Court of Judicature at Bombay

Date : 19/06/2024

Form – A

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 :- _____

Date : _____

Signature _____

Name :- _____

Designation:- _____

Address :- _____

Mobile No. _____

Stamp/Seal