

Instructions for filling up application

1. The candidates should submit their applications in the prescribed format (**Form-A**) only. The candidate should read full detailed advertisement for the post of “Librarian” before filling up the application. The Registry will not entertain any inquiry/grievance in that respect.
2. The candidate should affix his/her latest passport size **Photograph** at the appropriate place shown in the application. The said photograph should be clearly visible.
3. The candidate must pay application **fees ₹ 1,000/-** by way of Postal Order or Demand Draft in favour of “Assistant Registrar for Registrar General, High Court, Appellate Side, Bombay” and the Postal Order or Demand Draft number and its date shall be filled up in fee details in Application.
4. Candidate should fill up correct full name (spelling) as per educational documents/certificates available with him/her.
5. Candidate should give correct detailed address with Pin Code for correspondence.
6. Candidate should provide correct E-mail ID and his/her own registered Mobile number, on which correspondence will be made, if any.
7. Candidate should fill up his/her correct Date of Birth, as per Birth Certificate/educational documents etc.
8. Candidate should fill correct and full information in all the columns of the format.
9. 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) Bachelor’s Degree in Library and Information Science
 - e) Post Graduation

a] Candidates should mention the marks obtained in the last year of Graduation in column of Graduation under the head “Details of Educational Qualification”.

b] Some Universities have issued final year mark sheets/certificates (i.e. Graduation, Bachelor’s Degree in Library and Information Science, Post Graduation and Law Graduation) in the form of Grade/C.G.P.A./S.G.P.A. instead of percentage. In this case, while filling up the form, the candidates should mention appropriate marks in accordance to their Grade/C.G.P.A./S.G.P.A. which is obtained from the concerned authority.

10. Candidate should select the language known to him/her.
11. 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 Registry, the candidate is liable to be terminated from the service without prior notice.
12. Candidate should get Original Character certificates from two respectable persons 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-B**) and while filling the application, the information of the said respectable persons should be mentioned in application. The said respectable persons should not be the close relative/friend of the candidate.
13. The candidate should put his/her Name and Signature at the appropriate place shown in the application. The said signature should be clearly visible.
14. Before submitting the application, candidate should ensure that, he/she has filled up application correctly and enclosed all the relevant documents/certificates/Postal Order or Demand Draft etc. mentioned at Clause-4 of the Advertisement.

BY ORDER

Sd/-

**REGISTRAR GENERAL
HIGH COURT OF JUDICATURE AT
BOMBAY**

Date :- 6th June, 2024