

**OFFICE OF THE REGISTRAR GENERAL, HIGH COURT OF
JUDICATURE AT BOMBAY**

: NOTICE :

No. PL (APP)/2025/(Scrutiny Officer)/6745

Date : 10/12/2025

**RECRUITMENT FOR THE POST OF
“SCRUTINY OFFICER FOR SCRUTINY OF E-FILED MATTERS”**

Applications are invited from the eligible retired Section Officers, Assistant Registrars, Personal Assistants, Private Secretaries and Master (Adm.) of High Court of Judicature at Bombay and its Benches at Nagpur and Aurangabad for preparation of select list as mentioned below, for being appointed as ‘**Scrutiny Officers for Scrutiny of e-filed matters**’, on contract basis for a period of one year from the date of appointment, on the establishment of the High Court of Judicature at Bombay, Principal Seat at Bombay :-

Sr. No.	On the establishment of High Court of Judicature at Bombay	No. of Candidates on Select Lists
1	High Court, Appellate Side, Bombay – Civil Side	6
2	High Court, Appellate Side, Bombay – Criminal Side	6
3	High Court, Original Side, Bombay	6

1. Eligibility Criteria :-

- a) Retired Section Officers, Assistant Registrars, Personal Assistants, Private Secretaries and Master (Adm.) of High Court of Bombay, Principal seat at Bombay and its Benches at Nagpur and Aurangabad who fulfill the following eligibility criteria are eligible:-

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i) The candidate must possess LL.B. degree from recognized University

ii) The candidate must possess certificate of MS-CIT or equivalent certification (preference to be given to B.C.S./M.C.S./BCA/MCA)

The Section Officers, Assistant Registrars, Personal Assistants, Private Secretaries and Master (Adm.) who were compulsorily retired, prematurely retired, removed or dismissed are not eligible.

b) The candidate must not be more than 65 years old.

c) The retired officers to be appointed on contract basis should be physically and mentally fit.

2. Nature of work to be assigned to Scrutiny Officers for e-filed matters :-

a) At Original Side,- Scrutiny Officers are required to scrutinize all the cases which are filed through e-filing portal such as writ petitions, appeals, commercial appeals, arbitration appeals, tax appeals, testamentary petitions, interim applications, suits, commercial suits, Arbitration petitions filed at Original Side.

b) At Appellate Side, (Criminal)- Scrutiny Officers are required to scrutinize all the cases which are filed through e-filing portal such as Criminal proceedings which includes Criminal writ petitions, Criminal Appeals, Criminal applications, Criminal Revision applications.

c) At Appellate Side, (Civil)- Scrutiny Officers are required to scrutinize all the cases which are filed through e-filing portal such as Civil proceedings which includes Civil writ Petitions, First Appeals, Second Appeals, Appeal from Order, Civil Revision Application, Arbitration petitions as well as Appeals including Commercial Appeals, Tax Appeals etc.

d) Scrutiny officer for e-filed matters is required to do e-scrutiny of each matter and verify the compliance of objections and insert or replace pages as per office objections.

e) They may also require to discuss the objections with the concerned Advocates or Parties in person, virtually.

- f) All allied work in order to scrutinize e-filed matters and all other work assigned by the Registrar (Judicial-I) High Court, Appellate Side, Bombay, for High Court Appellate Side, Bombay and Prothonotary and Senior Master for High Court, Original Side, Bombay, regarding steps to reduce pendency of scrutiny of e-filed matters.

3. Selection Process :-

- a) Scrutiny Officers shall be selected after inviting applications through a notice posted on the official website of the High Court, Bombay and published in any other manner as may be decided by the High Court.
- b) Eligible candidates will have to appear for a personal interview at their own cost on the date and time to be notified to them.
- c) Selection shall be based on merit. The Marks allotted for Personal interview are 20 and out of 20 marks, minimum passing marks are 10. The list of selected candidates shall be subject to the approval of the Hon'ble the Chief Justice.

4. Salary of Scrutiny Officer for e-filed matters :-

- a) The monthly salary of Scrutiny Officers appointed on a contractual basis shall be fixed as per Clause 9(d)(1)(C) of the Government Resolution, General Administration Department Nos.Sankirn-2715/Pra.kra.100/13 and Sankirn 2715/Pra.Kra.100/(part-I)13 17/12/2016 and 08/09/2023 and, respectively i.e.:
- i) The salary shall be calculated as the basic pension (excluding commutation) plus the dearness allowance at the time of appointment.

Once fixed, the salary shall remain constant for the period of
ii) contractual appointment (maximum of three years).

5. Term of assignment and de-assignment of Scrutiny Officer for e-filed matters :-

- a) All **Scrutiny Officers** will be appointed on an ad-hoc and

contractual basis for a period of one year. The appointment may be renewed annually as per requirements, but the total period shall not exceed three years.

- b) Any **Scrutiny Officer** may be discharged at any time even before the completion of tenure.
- c) The Scrutiny Officer can leave the job by giving one month notice, or one month salary in lieu thereof. The Hon'ble the Chief Justice have power to waive the notice period or salary thereof.
- d) Provided that appointment of Scrutiny Officer shall be liable to be terminated at any time by the Hon'ble the Chief Justice without any notice or any compensation, if his services are found to be unsatisfactory.
- e) Scrutiny Officer shall not be treated as regular employees of the High Court.

6. Conduct of Resource Personnel :-

- a) During the period of assignment every Scrutiny Officer shall maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to him/her.
- b) He/She shall maintain utmost secrecy in respect of matters which come to his/her notice by virtue of such assignment and shall ensure that, no information document or any other thing is leaked out because of his/her mishandling of papers or his/her deliberations with others, or in any other manner.
- c) Scrutiny Officer shall upon acceptance of his/her appointment as such, undertake in writing to abide by these Guidelines and shall, in particular, undertake that he/She shall perform his/her duties with due diligence and discipline maintaining confidentiality about all the matters and information that he/she may come across during the discharge of his/her duties.

7. Last date for submission of application :

Applicants should submit the application in the prescribed form

attached herewith to the Registrar (Personnel), High Court, Appellate Side, Bombay, 5th floor, New Mantralaya Building, G.T. Hospital Compound, Behind Ashoka Shopping Centre, Near Crawford Market, L.T. Marg, Mumbai - 400 001 on or before **20/12/2025 till 5.30 p.m. by Speed post/R.P.A.D./Hand delivery/Courier/E-mail (rgestt-bhc@nic.in)**. The Applications received thereafter will not be considered. The cover containing the application shall be super scribed as :

"Application for Appointment of Scrutiny Officer".

BY ORDER OF HONOURABLE THE CHIEF JUSTICE

sd/-

Registrar General,

High Court of Judicature at Bombay

Date :- 10/12/2025