

## **:: A D V E R T I S E M E N T ::**

### **HIGH COURT OF JUDICATURE AT BOMBAY** **PRINCIPAL SEAT AT BOMBAY**

The applications are invited from eligible candidates, who fulfill eligibility criteria on the date of publication of advertisement for preparation of Select List of candidate for the post mentioned below, on the establishment of the High Court, Appellate Side, Bombay.

<b>Name of the Post</b>	<b>Total vacant post</b>	<b>4% posts reserved for persons with disabilities</b>	<b>Select List</b>	<b>Pay Matrix for the post of Librarian as per the Rules</b>
<b>Librarian</b>	<b>01</b>	<b>Nil</b>	<b>01</b>	<b>S-23 ₹ 67,700 - ₹ 2,08,700 plus allowances as per the Rules</b>

The eligible candidates are directed to send their applications in prescribed format enclosed at **Form-A** alongwith required documents/certificates/Postal Order or Demand Draft etc. mentioned at Clause-4 of the Advertisement, on the following address **on or before 24/06/2024 upto 5.00 p.m, by SPEED POST only :-**

**The Registrar (Personnel), High Court, Appellate Side, Bombay, 5<sup>th</sup> Floor, New Mantralaya Building, G.T. Hospital Premises, Lokmanya Tilak Marg, Mumbai – 400 001.**

The applications submitted/sent by other mode other than Speed Post or received after aforesaid date, will not be accepted. If any candidate does not comply the aforesaid directions, his/her candidature will not be considered in further selection process.

The envelope containing the aforesaid application/documents etc. shall be superscribed as :

**“Application for the post of “Librarian”**

The candidates will have to appear for Screening Test and Viva-voce as and when called for, at their own expenses. The High Court of Judicature at Bombay, Principal Seat at Bombay reserves the right to adopt an appropriate method or methods for appointment and shortlisting of the candidates at any stage of the selection process.

**1. Eligibility Criteria :-**

**[A] Age Limit (as on the date of publication of advertisement) :-**

Category	Minimum Age Limit	Maximum Age Limit
For General (Open)	25 years	38 years
For Scheduled Castes, Scheduled Tribes, Other Backward Classes or Special Backward Class specified for the time being by the Government of Maharashtra	25 years	43 years
For High Court/Government Employees, applying through proper channel	25 years	No age limit

**[B] Qualification and Experience :- A candidate for being eligible -**

- [i] should have at least University Degree and Bachelor's Degree in Library and Information Science from any recognised University;
- [ii] should have at least 3 years experience of working as Librarian or on any other equivalent post in any Government, University, College, School or Public Library.
- [iii] must possess Computer Certificate about proficiency in operation of word processors in Windows and Linux in addition to M.S. Office, M.S. Word, Wordstar-7 and Open Office Org. obtained from any of the following Institutes :
  - a) Universities established under the Maharashtra Universities Act, 1994.
  - b) Goa/Maharashtra State Board of Technical Education

- c) NIC
- d) DOEACC
- e) APTECH
- f) NIIT
- g) C-DAC
- h) DATAPRO
- i) SSI
- j) BOSTON
- k) CEDIT
- l) MS-CIT
- m) Certificate regarding Qualification of computer knowledge specified in Government Resolutions dated 04/02/2013, 08/01/2018 and 16/07/2018 issued by Information Technology (G.A.D.) department of Government of Maharashtra.

**[C] No person shall be eligible for appointment to the service by Direct Recruitment unless he/she fulfills the following conditions :-**

- [i] his/her character and antecedents are good;
- [ii] there is no criminal complaint pending against him/her or he/she has not been convicted by Criminal Court;
- [iii] he/she is competent to enter into a contract;
- [iv] he/she has no more than one living spouse;
- [v] he/she has not been permanently debarred or disqualified for any term by any Court or Union or State Public Service Commission, from appearing in any examination conducted by such body, during such disqualification;
- [vi] total number of living children are not more than two due to the children born after 28th March 2006, as per the Maharashtra Civil Services (Declaration on Small Family) Rule, 2005.

**2. Fees for submitting application :-**

- [A] The fees of ₹ 1,000/- should be paid at the time of submission of application form, by way of **Postal Order or Demand Draft in favour of "Assistant Registrar for Registrar General, High Court, Appellate Side, Bombay"**. The fees shall not be refunded in any case. Mere payment of non-refundable fees by a candidate does not create any right in favour of the candidate to appear for the Screening Test.
- [B] The application form will not be considered for the advertised post unless payment is made towards application fees.

### 3. Guidelines of Examination :-

[A] The eligible shortlisted candidates will be required to undergo following selection process :-

Sr. No.	Assessment of the candidates	Marks
1.	<b><u>Screening Test</u></b> General English, Library and Information Science, Computer Knowledge [minimum passing marks 50]	100
2.	<b>Viva-voce</b>	20

**Note :-** Candidates passing Screening Test alone will be eligible for appearing in viva-voce.

[B] The time-table for Screening Test and Viva-voce of the eligible shortlisted candidates will be displayed on the official website of the High Court, Bombay. The candidates are advised to visit the website time to time.

### 4. Candidates must submit self attested copies of the following documents/certificates alongwith application :-

[A] Certificate or proof of date of birth (School Leaving/Birth Certificate/Board Certificate of S.S.C., etc.).

[B] The Mark Sheets and passing certificates of educational qualification viz. Matriculation, H.S.C., Graduation, Bachelor's Degree in Library and Information Science, Post Graduation and Law Graduation, if any. Those candidates having marksheets in the form of Grade/C.G.P.A./S.G.P.A. shall provide marksheet to the aforesaid grade obtained from the Board/University.

[C] Certificate of computer proficiency issued by reputed institutions mentioned in qualification criteria.

[D] At least 3 years experience certificate of working as Librarian or on any other equivalent post in any Government, University, College, School or Public Library (issued by the employer containing his/her name, signature, date of issuance and seal of the office/institute.)

- [E] A caste certificate from such authority, as may be prescribed by the Government, wherever applicable.
- [F] A Domicile Certificate.
- [G] Employment Exchange Registration Certificate, if registered with Employment Exchange office.
- [H] 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-B**).
- [I] No Objection Certificate issued by the Government Office, where the candidate is already working and has applied with prior approval of Head of the Department.
- [J] 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.
- [K] Original Postal Order or Demand Draft of ₹ 1,000/- drawn in favour of **“Assistant Registrar for Registrar General, High Court, Appellate Side, Bombay”** should be attached alongwith the application.
- [L] One passport size photograph.
- [M] A blank envelope with a postage stamp of ₹ 5/- affixed with the **full address alongwith pin code of the candidate written on it** should be sent alongwith the application.
- [N] Other essential documents in connection with the information provided in the application.
- [O] Any other documents, if asked by the Registry at the time of Viva-voce.

5 **Instructions to the candidates :-**

- [A] The candidates should submit their application in the prescribed format (**Form-A**) only. While submitting the application, strictly follow the instructions given on the official website of the Bombay High Court i.e. <https://bombayhighcourt.nic.in>
- [B] In case of submission of more than one application by a candidate, his/her last application alongwith fees would only be considered.
- [C] Application will be accepted, only if the candidate is fulfilling the eligibility and other criteria as mentioned in the Advertisement.
- [D] The High Court reserves the right of shortlisting the candidates, based on the number of applications received, as per the advertisement and on the basis of their higher educational qualification and academic excellence and also to fix the cut-off accordingly for the selection of eligible candidates for the Screening Test/Viva-voce at any stage of the selection process.
- [E] The High Court reserves the right regarding the type of examination, postponement/cancellation/partial modification of the examination.
- [F] Merely satisfying eligibility criteria or acceptance of application for the said post, does not entitle the candidate to be called for the Screening Test/Viva-voce or for appointment.
- [G] The candidates who are already in Government Service shall take prior approval and obtain '**No Objection Certificate**' from the present employer for applying to the post of "Librarian" on this establishment and produce the same at the time of verification of documents.
- [H] The eligibility of the candidate shall be decided at any stage after scrutiny of the applications or after verification of documents or after testimonials produced at the time of viva-voce. Only eligible candidates will be allowed to appear for viva-voce.
- [I] 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.

- [J] The candidates will have to appear for Screening test and Viva-voce on scheduled dates, at their own expenses. They shall also keep with them printout of a Hall Ticket/Admit Card/Call Letter, if any, along-with original photo identity proof, such as, original Adhaar/PAN/Election Card/Driving Licence/Passport etc. while appearing for Screening Test and Viva-voce. The candidates shall note that, without production of a printout of a Hall Ticket/Admit Card/Call letter, if any, he/she will not be allowed to appear for the said Test/Viva-voce.
- [K] Candidates eligible for viva-voce, must produce originals of documents/certificates submitted alongwith application, at the time of viva-voce to the Registrar [Personnel], High Court, Appellate Side, Bombay.
- [L] The schedule of recruitment process is subject to change on account of any unforeseen event/s, beyond the control of the High Court Registry. Such a change would be published on the official website of the Bombay High Court from time to time and no individual intimation thereof will be given. **The candidates must frequently visit the official website to know the updates with regard to the selection process.**
- [M] No complaint/grievance shall be entertained or heard by the High Court, in case of absence of candidates for the Screening Test 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.
- [N] A candidate trying to meet or bring pressure on members of the Selection Committee, Officers/ Employees working in High Court in respect of this selection process either by himself/herself or through anybody else, then his/her candidature will be rejected.
- [O] The selection/appointment will be made strictly in the order of merit, on the basis of the marks secured by the candidates in the Screening Test and Viva-voce.
- [P] An appointment to the abovesaid post shall initially be on probation, for a period of two years. During the period of probation and until certificate about satisfactory completion of probation period is issued, services of the appointee shall be liable to be terminated at any time, without giving any notice or assigning any reason.

- [Q] 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 is false/incorrect/wrong.
- [R] 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.
- [S] The decision of the Selection Committee shall be final in this selection process.

**BY ORDER**

**Sd/-**

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

**Date :- 6<sup>th</sup> June, 2024**