BOMBAY CITY CIVIL AND SESSIONS COURT, GR. BOMBAY
RECRUITMENT PROCESS-2023
MARATHI TYPING TEST - "CLERK-TYPIST/2024"
EXAMINATION DATE AND TIME
SATURDAY, THE 9TH NOVEMBER, 2024 BETWEEN 09:00 A.M. TO 03:45 P.M.

Name and Address of Examination Centre/ Venue	Batch No.	Hon'ble High Court, Bombay Serial No.	Batch Time	Reporting Time
1	2	3	4	5
Indian Education Society (IES), Raja Shivaji Vidya Sankul, "A-2", V. N. Sule Guruji Vidyalaya, Hindu Colony, Dadar (East), Mumbai- 400 014 **(ENTRY FROM- GATE NO. 02)**	I	1 to 230	09:00 a.m. to 09:45 a.m.	08:00 a.m. sharp
	II	231 to 460	09:45 a.m. to 10:30 a.m.	08:45 a.m. sharp
	III	461 to 690	10:30 a.m. to 11:15 a.m.	09:30 a.m. sharp
	IV	691 to 920	11:15 a.m. to 12.00 noon	10:15 a.m. sharp
	V	921 to 1150	12.00 noon to 12:45 p.m.	11:00 a.m. sharp
	VI	1151 to 1380	12:45 p.m. to 01:30 p.m.	11:45 a.m. sharp
	VII	1381 to 1610	01:30 p.m. to 02:15 p.m.	12:30 p.m. sharp
	VIII	1611 to 1840	02:15 p.m. to 03:00 p.m.	01:15 p.m. sharp
	IX	1841 to 2059	03:00 p.m. to 03:45p.m.	02:00 p.m. sharp

INSTRUCTIONS AND INFORMATION FOR CANDIDATES APPEARING FOR MARATHI TYPING TEST

1) A Candidate should bring valid **duly verified "Hall Ticket/Admit Card"**, without fail. **ONLY** the candidates with such valid Hall Ticket/Admit Card will be allowed to enter the Examination Place/Venue/Centre.

2) Candidate **SHOULD REPORT at the Examination Place/Venue/Centre (Gate No.02) sharp at the time specified in column no. 05** in abovesaid schedule, without fail. Once the Test/examination of concerned Batch is started, the candidate from said Batch will '**NOT**' be allowed to enter in the Examination Place/Venue/Centre.

3) Candidate's serial number in the '**List of 2059 eligible Candidates' declared on 25.07.2024** on the website of the Hon'ble High Court, Bombay, is treated as his/her **"SEAT/SERIAL NUMBER" for Marathi Typing Test.**

4) Candidate will **NOT** be allowed to use their personal "**KEYBOARD**".

5) Font for Marathi typing test "**Kruti Dev-55**" and Software "**Microsoft Word**" will be used.

6) Candidate should '**NOT**' write/type his/her name or sign or any other word or symbol on any part of the answer sheet; otherwise his/her answer sheet will not be evaluated.

7) Candidate would '**NOT**' be allowed to carry their Bags/Mobile phone/Smart Watch or other electronic equipment/gadget in the Examination Place/Venue/Centre **i.e. in Computer Lab.** This office will '**NOT**' be responsible for any loss/theft of any valuable/articles. Candidate's parents/relatives will not be allowed to enter in the Examination Place/ Venue/Centre.

8) Candidate should maintain discipline at the Examination Place/Venue/Centre and should not try to damage the Computers, Documents, Furniture & Fixtures and any other property of the Court/Government etc. at the Examination Place/Venue/Centre, failing which he/she will be declared "**DISQUALIFIED**" and cost of damage will be recovered from him/her.

9) Candidate should strictly follow all the instructions. Once entered, the Candidate should '**NOT**' leave the Examination Place/Venue/Centre, until such directions are issued by the concerned Invigilator/Examiner/ Supervisor.

10) Candidate **SHOULD** arrange for their travelling schedule according to the Examination date and time at his/her own cost.

11) The Computer Lab-wise seating arrangement will be displayed at the entrance of the Examination Centre.

12) The result of test of Marathi Typing Test will be displayed on the official website- **https://cccmumbai.dcourts.gov.in** as well as on the Notice Board of this Court and its branches/offices at Mazgaon, MTNL Building and Dindoshi, Mumbai, on **Tuesday, the 12th November, 2024.**

Place: Mumbai

By Order

Sd/-

Registrar
City Civil Court, Gr. Bombay

Date: 25th October, 2024

INSTRUCTIONS TO THE CANDIDATES FOR MARATHI TYPING TEST

1) The trial Test for 3 minutes.

2) The Candidate will have three minutes practice time on Microsoft word and for checking of the keyboard, thereafter no time would be granted after the practice time is over.

3) Marathi typing test shall consist 300 words to be typed within 10 minutes.

4) The candidate will open new file in "**Word**" which will have a designated template.

5)   For clarification, font "**Kruti Dev-55**" will be used with font size "**17**" and line spacing "**1.3**" which is fixed as default and it should not be changed.

6) **ALL FUNCTIONS** and **ARROW KEYS** are **DISABLED.**

7) Every Candidate on occupying the seat will be provided with respective paragraph number which shall be entered in the header.

8) Candidate will fill in the High Court serial number and date in the header field only and wait for the examination period to start.

9) After entering the High Court serial number in the header, the Candidate will use Shift + Contrl-S i.e. save as and save the file "**Marathi test**" followed by the respective seat number, i.e...

Date	Paragraph No.	High Court Sr. No.
XX/XX/XXXX	XX	XXX

10) Do not touch OR see OR type the Typing Test paper, till Supervisor says "**START**".

11) Type the exact paragraph, as provided by the Supervisor.

12) When Supervisor says "**STOP**", stop the typing and press the keys **[Ctrl+S]** to save the typed paragraph and then press the keys **[Ctrl+P]** to open the print window and turn the question paragraph pasted on cardboard in "**UPSIDE-DOWN**" position immediately. Thereafter, stand up at your place, by taking about turn and wait for Technical Supervisor to take Print Out. Do not type any word after Main Typing test is over, otherwise candidate will be declared disqualified.

13) After taking out printout of typed sheet by the Technical Supervisor, candidate should show the Hall Ticket to the Main Supervisor (Invigilator Judge), sign on his Answersheet and then the Invigilator will also sign on print-out in front of the candidate.

14) Do not leave the Computer Lab till Supervisor instructs to do so.

15) Without signature of the Candidate as well as of Invigilator, the typed paragraph will not be checked/evaluated.