

BOMBAY CITY CIVIL AND SESSIONS COURT, GR. BOMBAY

RECRUITMENT PROCESS-2023

ENGLISH TYPING TEST - "CLERK-TYPIST/2024"

EXAMINATION DATE AND TIME

FRIDAY, THE 15TH NOVEMBER, 2024 BETWEEN 09:00 A.M. TO 03:00 P.M.

CANDIDATE TO NOTE:

- 1) The shortlisted eligible candidates (As per Marathi Typing Test Result published on 12.11.2024), shall ONLY be allowed to appear for English Typing Test.
- 2) In case of shortfall in any Batch, the candidates from subsequent Batches will be accommodated.

Name and Address of Examination Centre/ Venue	Batch No.	High Court Serial Number	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	01 To 350 (Seating Capacity 200)	09:00 a.m. to 10:00 a.m.	08:00 a.m. sharp
	II	352 To 734 (Seating Capacity 200)	10:00 a.m. to 11:00 a.m.	09:00 a.m. sharp
	III	735 To 1116 (Seating Capacity 200)	11:00 a.m. to 12:00 noon	10:00 a.m. sharp
	IV	1117 To 1534 (Seating Capacity 200)	12:00 noon to 01:00 p.m.	11:00 a.m. sharp
	V	1539 To 1968 (Seating Capacity 200)	01:00 p.m. to 02:00 p.m.	12:00 noon sharp
	VI	1972 To 2059 (Seating Capacity 40)	02:00 p.m. to 03:00 p.m.	01:00 p.m. sharp

INSTRUCTIONS AND INFORMATION FOR CANDIDATES APPEARING FOR ENGLISH 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 eligible Candidates (Alphabetically)**' declared on 12.11.2024 (Result of Marathi Typing Test) on official website of this Court (<https://cccmumbai.dcourts.gov.in>), is treated as his/her **"SEAT/SERIAL NUMBER"** for English Typing Test also.
- 4) Candidate will **NOT** be allowed to use their personal **"KEYBOARD"**.
- 5) Font for English Typing Test **"Arial"** 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 English 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 **Monday, the 18th November, 2024**.

Place: Mumbai

Date: 12th November, 2024

By Order
Sd/-
Registrar
City Civil Court, Gr. Bombay