

**BOMBAY CITY CIVIL AND SESSIONS COURT, GR. BOMBAY.**

**RECRUITMENT PROCESS-2023**

**SCHEDULE OF SCRUTINY OF CERTIFICATE/ DOCUMENTS AND INTERVIEW 'CLERK-TYPIST-2024'**

**Date: From 21<sup>st</sup> To 29<sup>th</sup> November, 2024**

[Refnce: High Court, Bombay, letter No. B(Gen) 5601/57/2024/2030, dated 13.11.2024.]

**VANUE: In the Chamber of Hon'ble Principal Judge, City Civil and Sessions Court, 2<sup>nd</sup> Floor, Old Secretariat Building, Fort, Mumbai- 400 032.**

**IMPORTANT NOTICE:** 1) The shortlisted eligible candidates (As per English Typing Test Result published on 18.11.2024), shall ONLY be allowed for scrutiny of Certificate/Documents and to appear for Interview as per below schedule.  
2) The candidate shall report at the Gate No.06 of City Civil and Sessions Court Old Secretariat Building, David Sasoon Library Lane, Fort, Mumbai- 400 032 on their respective day and time for Interview sharp. Any change in the below schedule will be informed/displayed, well in advance on the official website of this Court- <https://cccmumbai.dcourts.gov.in>, as well as on the Notice Board of this Court & its branches/offices.

BATCH NO.	HIGH COURT SERIAL NO.	DAY AND DATE OF SCRUTINY OF CERTIFICATE/ DOCUMENTS	REPORTING TIME FOR SCRUTINY	DAY AND DATE OF INTERVIEW	INTERVIEW TIME
1	2	3	4	5	6
I	01 To 187 (75 candidates)	Saturday, 23.11.2024	9:30 a.m.	Saturday, 23.11.2024	03:00 p.m. onwards
II	189 To 447 (75 candidates)	Thursday, 21.11.2024	9:30 a.m.	Sunday, 24.11.2024	10:00 a.m. onwards (Reporting Time: 9:00 a.m.)
	448 To 659 (75 candidates)	Friday, 22.11.2024	9:30 a.m.		
III	666 to 890 (75 candidates)	Monday, 25.11.2024	9:30 a.m.	Monday, 25.11.2024	2:00 p.m. onwards
IV	891 To 1223 (75 candidates)	Tuesday, 26.11.2024	9:30 a.m.	Tuesday, 26.11.2024	2:00 p.m. onwards
V	1224 To 1432 (75 candidates)	Wednesday, 27.11.2024	9:30 a.m.	Wednesday, 27.11.2024	2:00 p.m. onwards
VI	1438 To 1722 (75 candidates)	Thursday, 28.11.2024	9:30 a.m.	Thursday, 28.11.2024	2:00 p.m. onwards
VII	1727 To 2059 (67 candidates)	Friday, 29.11.2024	9:30 a.m.	Friday, 29.11.2024	2:00 p.m. onwards

**Instructions to the candidates appearing for Interview:-**

- 1) Candidates should bring original/duplicate "ADMIT CARD/HALL TICKET" without fail, otherwise he/she will not be allowed to appear for Interview.
- 2) Candidates SHOULD REPORT for Scrutiny of certificates/documents and for Interview at the Place/Venue (Gate No.06) sharp at the time specified in column no. 04 & 06 in abovesaid schedule, without fail.
- 3) Candidate's serial number in the 'List of eligible Candidates (Alphabetically)' declared on 18.11.2024 (Result of English Typing Test) on official website of this Court (<https://cccmumbai.dcourts.gov.in>), is treated as his/her "SEAT/SERIAL NUMBER" for Interview also.
- 4) Candidates would not be allowed to carry mobile phone or other electronic equipment/gadget in the Interview venue/place.
- 5) Candidates should arrange for their travelling/stay schedule at their own cost for purpose of Scrutiny of Certificate/ Documents and Interview.
- 6) If the Interviews are not completed on scheduled date by the office, the same will be continued on next day.
- 7) The candidates shall bring and arrange the Original Certificates as per advertisement, including the Original Certificate/Documents in respect of Educational & Technical qualification in the order as mentioned in the list annexed herewith, alongwith attested/self attested photocopies thereof, FOR VERIFICATION/SCRUTINY PURPOSE, failing which the Interview/s of such candidate/s will not be conducted.
- 8) The scrutiny of the documents of the candidates will be conducted only upto 5.00 p.m. on respective scheduled dates, irrespectie of slots allotted.

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

**The candidate shall bring and arrange the following Original Certificates as per advertisement, including the Original Certificate/Documents in respect of Educational & Technical qualification in the order, alongwith attested/self attested photocopies thereof, FOR VERIFICATION/SCRUTINY PURPOSE.**

Sr. No.	Particulars	
I	Certificate or Proof of Date of Birth (any one)	(a) School Leaving Certificate
		(b) Birth Certificate
		(c) Secondary School Cert. (S. S. C. )
II	Certificates of having passed the mentioned qualifying Examination / Degree.	(a) Board Cert of S.S.C.
		(b) Board Cert of H.S.C.
		(c) Degree Certificate of B.Com/B.A./B.Sc./ .....
		(d) Post Graduation Certificate of M.Com/M.A./M.Sc./ .....
		(e) Degree Certificate of Law
		(f) Master Degree Certificate of Law
III	Statement of Marks obtained at the qualifying Examination / Degree, as applicable.	(a) S.S.C. Marks sheet
		(b) H.S.C. Marks sheet
		(c) Degree Marks sheet of B.Com/B.A./B.Sc./ .....
		(d) Post Graduation Marks sheet of M.Com/M.A./M.Sc./ .....
		(e) Degree Marks sheet of Law
		(f) Master Degree Marks sheet of Law
IV	Character certificates issued by two respectable persons, with their name, designation and full postal address, <b>issued on or after date of publication of the advertisement</b> , certifying that the candidate bears good moral character, in the prescribed proforma given with the advertisement. (As per Annexure)	(a) Name: _____ Designation: _____ Address: Yes/No
		(b) Name: _____ Designation: _____ Address: Yes/No
V	Certificate about prescribed knowledge in Computer Operation issued by University/ Institute as mentioned in eligibility criteria. (Computer Certificate about proficiency in Operation of word processor in Windows and Linux in addition to M.S.Office, M.S.Word, Wordstar-7 and Open office Org.)	(a) Statutory Universities in the State of Maharashtra Or Goa, as the case may be
		(b) Maharashtra or Goa State Board of Technical Education, as the case may be
		(c) NIC
		(d) DOEACC
		(e) APTECH
		(f) NIIT
		(g) C-DAC
		(h) DATAPRO
		(i) SSI
		(j) BOSTON
		(k) CEDIT
		(l) MS-CIT
		(m) Cert. regarding qualification of Computer Knowledge issued by the Govt of Maharashtra or Goa, as the case may be.
(n) Other. _____		
VI (a)	Certificate of requisite speed in <b>English and Marathi Typing</b> issued by Bureau of Government Examination, Maharashtra State OR Government Board OR I.T.I. as mentioned eligibility criteria. (Government Commerical Certificate Examination OR Examination conducted by Government Board OR Government Certificate in Computer Typing Basic Course (GCC-TBC OR I.T.I) for speed of...	(a) Marathi Typing (30 w.p.m.)
		(b) Marathi Typing (40 w.p.m.)
		(c) Marathi Typing (50 w.p.m.)
		(d) English Typing (40 w.p.m.)
		(e) English Typing (50 w.p.m.)
		(f) English Typing (60 w.p.m.)

Sr. No.	Particulars	
(b)	Certificate of requisite speed in <b>English and Marathi Shorthand</b> issued by Bureau of Government Examination, Maharashtra State OR Government Board OR I.T.I. as mentioned eligiblity creteria. (Government Commerical Certificate Examination OR Examination conducted by Government Board OR Government Certificate in Computer Typing Basic Course (GCC-TBC OR I.T.I) for speed of...	(a) Marathi Shorthand (60 w.p.m.)
		(b) Marathi Shorthand (80 w.p.m.)
		(c) Marathi Shorthand (100 w.p.m.)
		(d) English Shorthand (60 w.p.m.)
		(e) English Shorthand (80 w.p.m.)
		(f) English Shorthand (100 w.p.m.)
		(h) English Shorthand (120 w.p.m.)
VII		A Caste Certificate from such authority as may be prescribed by the Government, wherever applicable (any one).
	(b) Schedule Tribe (S.T.)	
	(c) Vimukta Jatis, Nomadic Tribes (V.J.N.T. (A))	
	(d) V.J.N.T. (B)	
	(e) V.J.N.T. (C)	
	(f) V.J.N.T. (D)	
	(g) Spl. Backward Class	
	(h) Other Backward Class	
	(i) Open/General	
VIII	No Objection Certificate from the Department, if the candidate is in State/Central Government Service, as applicable.	Name of Dept.: _____
IX	Experience Certificate/Special Qualification/skill, if any, as applicable.	Name of Dept.: _____ Name of Dept.: _____
X	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.	(a) Details of Government Gazette: _____
		(b) Details of Marriage Certificate: _____
XI	Disability Certificate issued by the Civil Surgeon/ Medical Superintendent of concerned District Government Hospital, if applicable.	Cert. No.: _____ Date: _____
XII	Project Affected Cert. Issued by appropriate authority.	Cert. No.: _____ Date: _____
XIII	Declaration of Small Family [Form "A" (original)], which is available below the advertisement. (As per Annexure)	
XIV	Employment Exchange Cert. No.	Cert. No.: _____ Date: _____
XV	Aadhaar Card Number	_____
	PAN Card Number	_____
XVI	Any other documents, if asked by the District Court Registry. Details:-	
XVII	Details of prosecution/disciplinary action, if any. _____	