NOTICE NO. BCC & SC/ E-SEVA /CONTRACT/TECHNICAL PERSON/4-A/2026.

NOTICE/ADVERTISE

DATED - 19th June, 2026,

In pursuance of the email dated **12/01/2026** received from Hon'ble Central Project Co-ordinator, High Court, Bombay and as per the directions of Hon'ble Principal Judge, City Civil & Sessions Court, Mumbai, this office is inviting applications from the eligible candidates i.e. emplaned DLSA or HCLSC advocate and emplaned PLVs (Para Legal Volunteers), for Two post of Technician/Staff on 10 Months contract basis for working in the e-Sewa Kendra of this Office and branches. Applications along with Bio-data, Mobile number, e-mail address, shall be send by e-mail only on this office e-mail address " ctcourt-mum@nic.in " till - **30th June, 2026. at 5.30 pm.**

Name of the Post	:	Technician/staff for e-Sewa Kendra on (Contract basis)
Number of the post	:	02 (Two) (Main Branch, Mazgaon and Dindoshi Court)
Period of Contract	:	10 Months (from the date of appointment)
Fixed Monthly Fees	:	Rs.15000/- (Rs.Fifteen Thousand Only) per month. (Taxes shall be deducted, if applicable)

Required Qualifications :

1) Candidate must be Graduate in any faculty from recognized University and
2) Certificate in Computer Proficiency such as MS-CIT is necessary.
3) Candidate must be empaneled advocate or PLV or Nyay Mitra.

LAST DATE FOR APPLICATIONS BY E-MAIL : 30th June, 2026. TILL at 05.30 PM

- Applicant should send application by email only mentioning in the subject as "**Application for post of Technician/staff in e-Sewa Kendra**" along with Bio-data.
- Terms and conditions are applicable as per Annexure "**A**"
- Selected candidate have to furnish Rs. 500/- Bond as per Annexure "**B**"

Date, time and place for interview will be informed only to eligible shortlisted candidates on their email or whats App.

Dated this - 19th June, 2026.

Registrar
City Civil & Sessions Court,
Gr. Mumbai.

ANNEXTURE "A"

This committee, subject to approval of Hon'ble Principal Judge, City civil and Sessions Court, Mumbai, suggests following terms and conditions for the service of private person for e-Sewa Kendra.

TERMS AND CONDITIONS

1. The Appointee shall work as a technician of e-Sewa Kendra on a contract basis for 12 months (hereinafter referred to as 'term') subject to the provisions herein contained.

2. During the term, the Appointee will be entitled to a monthly fee of Rs.15,000/ per month, which shall be paid to him/her after deducting Income Tax and Profession Tax, if applicable.

3. Being a contractual assignment, the Appointee will not be entitled to claim employment with the City Civil and Sessions Court, Mumbai and will not be entitled to any benefits available to employees of the City Civil and Sessions Court, Mumbai .

4. (i) The Appointee shall not be entitled to any kind of leave except casual leave for 8 days during the period of contract from the date of his/her joining the service.

(ii) For 3 (three) late attendance in a month,1 (one) Casual Leave shall be deducted.

(iii) He/She shall work for 48 hrs in a week (except weekly holiday).Working hours will be from 10.00 a.m. to 6.00 p.m. with half an hour lunch break.

5. The Appointee shall not absent himself/herself from the duty without having first obtained permission from the Authority or the competent officer except in the case of sudden illness. In the case of a sudden illness, he shall send intimation to the office immediately. If the illness lasts or is expected to last for more than 3 days at a time, applications for leave should be duly accompanied by a medical certificate. In no case shall an employee leave station without prior permission. In case he/she remains

absent without permission, he/she will not be entitled to *pro rata* fees for that period.

6. The Appointee shall carry out the tasks assigned to him/her sincerely and to the best of his/her ability and he/she acknowledges that his/her assignment, duties and

responsibilities and reporting arrangements may be changed by the City Civil and Sessions Court, Mumbai, in its sole discretion.

7. The Appointee shall, during the contractual period neither accept any assignment from any other Company or Firm nor do any private work.

8. The Appointee shall not, during or after the term directly or indirectly, use any confidential information or disseminate or disclose any confidential information to any person, firm, corporation, member of the press, association or other entity. He/She shall take all reasonable measures to protect confidential information from any accidental, unauthorized or premature use, disclosure or destruction. He/She shall be responsible for and required to sufficiently encrypt and otherwise protect, any information contained on any Laptop, computer or any removable drives or backup devices that he/she may use either inside or outside of the office. Upon expiry of the term or earlier termination of the contract or at any time upon being requested, he/she shall deliver to the office all materials of any nature which are in his/ her possession or control and which are or contain confidential information, Work Product or Work Products (hereinafter defined), or which are otherwise the property of the Bombay High Court or City Civil and Sessions Court, Mumbai, any vendor, licensor, licensee, customer or client including, but not limited to writings, designs, documents, records, data, memorandum, tapes and disks containing software, computer source code listings, routines, file layouts, record layouts, system sign information, models, manuals, documentation and notes. All ideas, inventions, discoveries or improvements, whether patentable or not, conceived by him/her (alone or with others) during the term of the contract ("Products of engagement") shall be the exclusive property of and assigned to the Bombay High Court or City Civil and Sessions Court, Mumbai. Such record shall be the sole and exclusive property of the Bombay High Court and City Civil and Sessions Court, Mumbai and he/she shall surrender the same to the Registry of the City Civil and Sessions Court, Mumbai. upon any cessation or earlier termination of his/her contract.

9. The engagement of the Appointee shall terminated at the expiry of the contract period stand automatically.

10. Notwithstanding anything contained herein above, the engagement of the

Appointee may be terminated at any time by the competent authority, if;

a. He/she is found to be guilty of any insubordination, or other misconduct or any breach or nonperformance.

b. if it is proved beyond doubt that the concerned Court/Office has incurred loss/damage due to the willful act of the party by way of theft, pilferage, damage etc of any of the movable or immovable property.

c. if he/she is incapable of discharging her duties as expected by the High Court or City Civil and Sessions Court, Mumbai.

d. He/She is unable to carry out his/her work due to sickness or accident or any other reason.

e. if he/she remains absent without permission or sanction of leave for more than 10 days.

11. The Appointing Authority may terminate the services of the Appointee at any time and without assigning any reason, with one month's notice or one month's pay in lieu thereof and upon such termination, the Appointee shall immediately cease to hold such office.

12. The Appointee may also seek termination of service with one month's notice or by depositing one month's pay in lieu thereof.

13. The duties and responsibilities for the post are enclosed separately at **Annexure** "A".

14. The Appointee shall execute a service bond as set out in the **Annexure** "B".

15. The Appointee shall report for the duty at the place of appointment failing which his/her appointment shall be treated as canceled.

Annexure "B"

BOND

(To be executed on Stamp Paper)

I, (name) ..... aged about ..... years, son/daughter of _____ resident of ____ District, ____ understand that by virtue of engagement I may be committed to complete certain assignments. I further acknowledge that by virtue of my engagement the City Civil and Sessions Court, Mumbai may have forsaken other candidates who may also have been suitable for carrying out the assignment. In the event of committing a breach of contract, I will be liable to terminate from the service immediately without any notice by the the City Civil and Sessions Court, Mumbai. I further knowledge that being a contractual assignment, I will not be entitled to claim employment with the City Civil and Sessions Court, Mumbai and will not be entitled to any benefits available to employees of the City Civil and Sessions Court, Mumbai. I agree that during the term, the I will be entitled to a monthly fee of Rs. 15,000/- per month, which shall be paid to me after deducting Income Tax and Profession Tax, if applicable.

Executed by

Mr/Ms.,NAME & ADDRESS

1. WITNESS:NAME & ADDRESS:
2. WITNESS:NAME & ADDRESS:

Accepted by

Registrar,
The City Civil and Sessions Court,
For Gr. Mumbai