

CIRCULAR NO. 59 OF 2019

Sub.: To fill up 4 posts of "Clerk-Typist" on the establishment of this Court by way of promotion from amongst Class-IV staff members.

- Ref.: 1. Government Notification, General Admn. Department, No.RTR/1085/853/C.R.72/85/Thirteen, dated 15th April, 1991.
2. Government Notification, General Admn. Department, No.RTR-1403/84/C.R.54/03/Thirteen, dated 10th May, 2005.
3. High Court Circular No.X.2301/07, dated 8th February, 2010.
4. High Court Circular No.X.2301/07, dated 9th March, 2010 received through High Court Letter No.B(Gen)-5601/57/2012/668, dated 25th September, 2012.
5. This Office Note, dated 26th April, 2019 and orders thereon by the Hon'ble Chief Judge, dated 8th May, 2019.


All the members of the staff working on the establishment of this Court are hereby informed that this Office has decided to be filled up 4 posts of "Clerk-Typist" on the establishment of this Court from amongst the eligible and desirous staff members of Class-IV cadre, who fulfill the following requisite Educational and Others Qualification, as required for the post of "Clerk-Typist" :

1. He / She must complete not less than 3 years continuous service on the establishment of this Court.
2. He / She must have possessed S. S. C. Examination or equivalent examination thereto.
3. He / She must have possessed the Government Commercial Certificates in "**English**" and "**Marathi**" **Typewriting** with a speed of **40** and **30** w.p.m. **respectively**.

4. He / She has to possess the **MS-CIT Certificate** in respect of knowledge of Computer within **2 years** from the date of promotion.

The members of the staff working in the cadre of **Class-IV**, who fulfill the aforesaid requisite qualification and who are desirous to be considered for the post of "Clerk-Typist" on the establishment of this Court shall submit their applications in their own handwriting along with Bio-Data and copies of Certificates and testimonials addressed to **The Registrar, Court of Small Causes, Mumbai in the Accounts and Establishment Department at Head Office on or before Thursday, the 27th June, 2019**, in order to enable this Office to process the matter, as per rules and to fix the schedule of the Tests.

COURT OF SMALL CAUSES)
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MUMBAI : 27TH MAY, 2019)


(Smt. M. S. Jawalkar)
Chief Judge