



HIGH COURT OF BOMBAY

ON-LINE EXAMINATION AND WRITTEN EXAMINATION (DESCRIPTIVE PAPER) FOR RECRUITMENT OF GENERAL MANAGERS, SR. COURT MANAGERS AND COURT MANAGERS

INFORMATION HANDOUT

This handout contains details pertaining to various aspects of the online exam you are going to undertake and important instructions about related matters. You are advised to study the handout carefully as it will help you in preparing for the examination.

The on-line examination will comprise the following objective type multiple choice tests as stated below :

SR. NO.	TEST	TYPE	NO. OF QUESTIONS	MARKS	TIME
1.	General Awareness (including Judicial set-up)	Objective	30	30	Composite time of 2 hours 15 minutes
2.	Reasoning	Objective	30	30	
3.	Quantitative Aptitude	Objective	30	30	
4.	English Language	Objective	30	30	
5.	Marathi Language	Objective	30	30	
6.	Drafting/Writing Skills (English)	Descriptive	05	50	45 Minutes

The time for the objective test is 135 minutes and for descriptive test is 45 minutes; however you may have to be at the venue for approximately 5 hours which includes the time required for logging in, collection of the call letters, giving of instructions etc. All the objective tests will be provided in English except for the Test of Marathi Language. You can attempt any objective question from 1 to 150 at any point of time within 135 minutes and any descriptive question at any point of time within 45 minutes. All the questions will have multiple choices. Out of the five answers to an objective type question only one will be the correct answer. You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/correct. The alternative/ option that you have clicked on will be highlighted and will be treated as your answer to that question. **There will be no penalty for wrong answers marked by you. However, you are advised, not to mark answers by random guessing.**

After the online examination of 135 minutes, a 45 minutes Descriptive Paper of 50 marks on Drafting/ Writing Skills will be administered. You will have to write your answers to the descriptive questions in legible handwriting by ball point pen on a Question-cum-Answer paper provided during the examination.

Please note that the types of questions in this handout are only illustrative and not exhaustive. In the actual examination you will find questions of a higher difficulty level on some or all of these types and also questions on the types not mentioned here.

Some sample questions are given below.

SAMPLE QUESTIONS

OBJECTIVE TEST

TEST OF GENERAL AWARENESS

This test is intended to give an index of your awareness of people, events and financial happenings, past and present.

- Q.1.** Tarapore atomic power plant is located in -----
(1) Bihar (2) Gujarat (3) Madhya Pradesh (4) Rajasthan (5) None of these
- Q.2.** The total number of banks nationalised so far is -----
(1) 7 (2) 14 (3) 20 (4) 24 (5) None of these

In this test there will also be ten questions on judicial setup on some or all topics listed below :

- 1. Constitution of India :**
- Part III, Fundamental Rights
 - Part V, Chapter I the Union Judiciary
 - Part VI, Chapter V the High Courts in the State
 - Part VI, Chapter VI Subordinate Courts

2. (a) **Code of Civil Procedure :**
Section 3 - Subordination of Courts
- (b) Establishment of Provincial Small Causes Court, Presidency Small Causes Court and City Civil Court, Bombay

3. **Code of Criminal Procedure :**
Chapter II Constitution of Criminal Courts and Offices Sec. 6 to 25-A

TEST OF REASONING

- Q.3.** Which one of the five words below tells what an apple is ?
(1) Flower (2) Tree (3) Vegetable (4) Fruit (5) Animal
- Q.4.** Four of the following five are alike in a certain way. Which is the one not like the other four?
(1) Red (2) Black (3) Green (4) Colour (5) Yellow
- Q.5.** Which one of the five words below means the opposite of North?
(1) Pole (2) Equator (3) South (4) East (5) West
- Q.6.** A foot is to a man, and a paw is to a cat, the same as a hoof is to a _____
(1) Horse (2) Dog (3) Shoe (4) Blacksmith (5) Saddle

TEST OF QUANTITATIVE APTITUDE

This is a test designed to see how fast and accurately you can deal with numbers viz. computation, quantitative reasoning, interpretation of data, etc.

- Q.7.** If 3 workers can collect 48 kgs cotton in 4 days, how many kgs of cotton can 9 workers collect in 2 days ?
(1) 216 (2) 32 (3) 108 (4) 72 (5) None of these
- Q.8.** Sohanlal purchased 120 reams of paper at Rs.100 per ream. The expenditure on transport was Rs.480. He had to pay an octroi duty of 50 paise per ream and the coolie charges were Rs.60. What should be the selling price of each ream if he wants a profit of 20% ?
(1) Rs.126 (2) Rs.115.50 (3) Rs.105 (4) Rs. 120 (5) None of these

Also, there may be some questions based on graphs and tables.

- Q.9-11.** Directions : Given below is a table showing percentages out of a total of 700 employees' ranking six attributes that help promotion. Rank I is the highest. Study the table carefully and answer questions that follow :

Percentage of Employees giving Different Ranks

Attribute	I	II	III	IV	V	VI
Seniority	32	17	22	19	5	5
Perseverance	14	19	17	9	27	14
Efficiency	15	19	21	14	14	17
Intelligence	10	14	10	14	17	35
Honesty	24	17	7	9	27	16
Sociability	5	14	23	35	10	13

- Q.9.** Which attribute for promotion has received the highest rank ?
(1) Perseverance (2) Seniority (3) Honesty (4) Sociability (5) Efficiency
- Q.10.** How many employees gave rank III to Intelligence?
(1) 119 (2) 98 (3) 77 (4) 70 (5) 10
- Q.11.** Which attribute is considered the least important for Promotion ?
(1) Honesty (2) Intelligence (3) Perseverance (4) Efficiency (5) Sociability

TEST OF ENGLISH LANGUAGE

This is a test to see how well you know English. Your English language ability would be tested through questions on grammar & vocabulary, synonyms, antonyms, sentence completion, comprehension of a passage, etc.

Q.12-13. Read each sentence to find out whether there is any grammatical or idiomatic error in it. The error, if any, will be in one part of the sentence. The number of that part is the answer. If there is no error, the answer is '5'. (Ignore the errors of punctuation, if any).

Q.12. Most of the third world / country are experiencing / the ethnic or communal problem /

(1) in varying degrees. (2) (3) No error. (4) (5)

Q.13. The regaining of freedom / as we well know has given rise for / many dormant issues /

(1) and conflicts in our society. (2) (3) No error. (4) (5)

Q.14-15. Pick out from the words given below each sentence the word which would complete the sentence correctly and meaningfully.

Q. 14. Continuous unemployment has induced in the people a kind of _____ which is most depressing.

(1) laziness (2) encouragement (3) satisfaction (4) anger (5) awakening

Q. 15. He wants me to look _____ his garden during his absence.

(1) at (2) over (3) after (4) into (5) from

TEST OF MARATHI LANGUAGE

प्र.16-17. पुढील प्रत्येक प्रश्नात वाक्याचे चार भाग पाडले आहेत. व्याकरणाच्या, वाक्य रचनेच्या किंवा भाषेच्या दृष्टीने वाक्य सदोष असल्यास, कोणत्या भागात दोष आहे ते ठरवून त्या भागाचा क्रमांक उत्तर म्हणून द्या. वाक्य निर्दोष / बिनचूक असल्यास उत्तर "(5)" द्या.

प्र. 16. इंग्लंडमधून जन्मलेल्या / कुसुमाग्रजाना शेक्सपियर म्हणतात / व हिंदुस्थानात जन्मलेल्या शेक्सपियराना / कुसुमाग्रज म्हणतात. निर्दोष
(1) (2) (3) (4) (5)

प्र. 17. माझ्या स्मरणशक्तीनुसार / माझ्या बाळपणी माझ्या वडिलांची बदली / एका गलिच्छ गावी / झाली आहे. निर्दोष
(1) (2) (3) (4) (5)

प्र.18-19. पुढे काही शब्द दिले आहेत. त्यांचा अर्थ सांगणारा एक शब्द दिलेल्या पर्यायातून निवडा.

प्र. 18. स्वतःच स्वतःची सर्व कामे करणारा.

(1) स्वयंभू (2) स्वावलंबी (3) स्वयंचलित (4) स्वकष्टार्जित (5) स्वाध्यायी

प्र. 19. कोणतेही काम करू शकणारा.

(1) बहुश्रुत (2) हुषार (3) चलाख (4) हरहुन्नरी (5) डोकेबाज

याशिवाय इतर काही प्रकार तसेच परिच्छेद व त्यावर आधारित प्रश्न विचारले जावू शकतात.

DESCRIPTIVE TEST (ENGLISH)

There will be questions on Short Note Writing, Letter Writing and Opinion Writing etc. on General topics in English.

(A) Details of the On-line Examination Pattern

- (1) The examination would be conducted on-line i.e. on a computer.
- (2) The questions will be in English except for the Test of Marathi Language.
- (3) All the questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. **The candidate has to select the most appropriate answer and 'mouse click' that alternative which he/ she feels is appropriate/ correct. The alternative/ option that is clicked on will be highlighted and will be treated as the answer to that question.**
- (4) The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the exam. When the clock runs out the exam ends by default - you are not required to end or submit your exam.
- (5) The question palette at the right of the screen shows one of the following statuses of each of the questions numbered:



You have not visited the question yet.



You have not answered the question.



You have answered the question.



You have NOT answered the question but have marked the question for review.



You have answered the question but marked it for review.

The "Marked for Review" status simply acts as a reminder that you have set to look at the question again. *If an answer is selected for a question that is "Marked for Review", the answer will be considered in the final evaluation.*

- (6) To select a question to answer, you can do one of the following:
 - (a) Click on the question number on the question palette at the right of your screen to go to that numbered question directly. Note that using this option does NOT save your answer to the current question.
 - (b) Click on "Save and Next" to save answer to current question and to go to the next question in sequence.
 - (c) Click on "Mark for Review and Next" to save answer to current question, mark it for review, and to go to the next question in sequence.
- (7) You can view the entire paper by clicking on the **Question Paper** button.
- (8) To select your answer, click on one of the option buttons.
- (9) To change your answer, click the another desired option button.
- (10) To save your answer, you MUST click on "**Save & Next**".
- (11) To deselect a chosen answer, click on the chosen option again or click on the "**Clear Response**" button.
- (12) To mark a question for review click on "**Mark for Review & Next**". *If an answer is selected for a question that is Marked for Review, the answer will be considered in the final evaluation.*
- (13) To change an answer to a question, first select the question and then click on the new answer option followed by a click on the "**Save & Next**" button.
- (14) Questions that are saved or marked for review after answering will ONLY be considered for evaluation.
- (15) Sections will be displayed on the top bar of the screen. Questions in a Section can be viewed by clicking on the Section name. The Section you will view will be highlighted.
- (16) After clicking the "**Save & Next**" button on the last question for a Section, you will automatically be taken to the first question of the next Section.
- (17) You can move the mouse cursor over the Section names to view the status of the questions for that Section.

- (18) You can shuffle between Sections and questions anytime during the examination as per your convenience.
- (19) The candidates are requested to follow the instructions of the “Test Administrator” carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct/ adoption of unfair means and such a candidate would be liable for debarment from appearing for examinations for a period as decided by the Organization.
- (20) The candidates may ask the Test Administrator about their doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.
- (21) After the expiry of 135 minutes, the candidates will not be able to attempt any question or check their answers. The answers of the candidate would be saved automatically by the computer system even if he/ she has not clicked the “Submit” button.
- (22) **Please note :**
- (a) **Candidates will not be allowed to “finally submit” unless they have exhausted at least 75% of the actual test time which is 102 minutes.**
- (b) **Under no circumstances should a candidate click on any of the ‘keyboard keys’ once the exam starts as this will lock the exam.**

B] General Instructions:

- (1) Please note your roll number, password, date, time and venue address of the examination given in the call letter.
- (2) You may visit the venue one day before the Examination to confirm the location so that you are able to report on time on the day of the examination.
- (3) The call letter should be brought with you to the examination venue along with your recent passport size photograph duly pasted on it.
- (4) You must scrupulously follow the instructions of the Test Administrator and Organization Representative at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.
- (5) No use of calculators (separate or with watch), books, note books or written notes, cell phones (with or without camera facility), or any other electronic device will be allowed during the examination.
- (6) Your responses (answers) in the objective test will be analyzed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in this regard, it is inferred/concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled and / or the result withheld. Any candidate, who is found copying or receiving or giving assistance or engaging in any behaviour unbecoming of a candidate, will not be considered for assessment. The organization may take further action against such candidates as deemed fit by it.
- (7) You should bring with you a ball-point pen. For the online examination, a sheet of paper will be provided which can be used for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the objective test is over you should hand over this sheet of paper to the Test Administrator.
- (8) The Descriptive Paper will be administered at the same venue, after a gap of about 15 minutes.

IMPORTANT POINTS TO REMEMBER

You are advised to bring with you the following:

- (i) Call letter and the photo ID card.
- (ii) One Ball point pen

WISH YOU GOOD LUCK