



# HIGH COURT OF BOMBAY

1376

## WRITTEN TEST FOR RECRUITMENT OF GENERAL MANAGER, SR. COURT MANAGER AND COURT MANAGER

### INFORMATION HANDOUT

#### (A) GENERAL INSTRUCTIONS

1. The booklet details pertaining to various aspects of the examination you are going to take and important instructions about the related matters. **The assessment of answersheets for Objective Type Tests will be done by a computerised machine, hence you should carefully read instructions regarding handling of the answersheet and the method of marking answers.** You are advised to study this booklet carefully as it will help you in preparing yourself for the examination.
2. Before appearing for the written examination you should strictly ensure that you fulfil the eligibility criteria in all respects. If at any stage, it is found that a candidate does not satisfy the eligibility criteria or the information furnished by him/her in the application form is incorrect, his/her application will stand cancelled and he/she will be dismissed if appointed, for want of meeting the eligibility criteria.
3. Canvassing in any form will disqualify the candidate.
4. **Particulars to be Noted** : Please note carefully your **Roll Number, date, time and venue** for the examination given in the call letter. Please also note that this call letter does not constitute an offer of appointment.
5. **Punctuality in Attendance** : You should be present at the examination hall at the time given in the call letter. Candidates arriving late will not be permitted to enter the Examination Hall.
6. **Call letter to be Surrendered** : Please bring the call-letter with photograph pasted in the space provided, when you come to appear for the examination. You have to make your signature on the call letter **only in the presence of the Invigilator** in the examination hall and hand it over to the invigilator. If you come to the examination hall without the call letter or without the photograph affixed on it, you will **not** be permitted to appear for the examination.
7. **Compliance with Instructions** : You should scrupulously follow the instructions given by test administrators and the invigilators at the examination venue at all the stages of the examination for which you have been called. If you violate the instructions you will be disqualified and may also be asked to leave the examination hall.
8. **Use of Calculators, Cell-phones, Pagers, Books, Notes, Log tables, Slide-rules etc. and Copying or Receiving/Giving Assistance Not Allowed** : Any candidate who is found using prohibited articles or copying or receiving or giving assistance will be disqualified.
9. **Sample Answersheet for objective test and How to fill information on it** : A sample answersheet is attached to this booklet. Fill in the required biodata and other information on this answersheet for your practice and bring it with you to the examination hall. You will get a similar answersheet in the examination hall, on which you will have to copy the biodata and other information already filled in by you on the sample answersheet. How to fill in the information on the answersheet is explained later in this handout with the help of a specimen answersheet with biodata of a fictitious candidate.
10. **Use of Ball Pen with Black Ink** : You are required to fill in the information on the answersheet which you will get in the examination hall, using black ball-point pen. You are required to **mark your answers using a black ball point pen** Therefore, you should bring with you **two ball-point pens with black ink**.
11. **Handling Answersheet** : **Please handle your answersheet with extreme care and keep it dust-free. If it is mutilated, torn, folded, wrinkled or rolled, it may not be evaluated.**

After the test is over, **you should hand over the answersheet and test booklet to the invigilator** before leaving the room. Any candidate who does not return the test booklet and answersheet or is found to attempt to take or pass on the test booklet or answersheet inside or outside the examination hall will be disqualified and the High Court may take further action against him/her as per rules.
12. **Rough work to be done on the booklet** : You are advised to do all the necessary rough work only on test booklet itself. You **SHOULD NOT** do your rough work on the answersheet or any other paper. If any rough work is done on the answersheet, your answersheet will not be assessed.

13. **Write Roll No. on the Test Booklet :** You should write your Roll No. in the space provided on the cover page of the test booklet. If you do not write your Roll No. on the test booklet your answersheet will not be assessed.
14. There will be a penalty for wrong answer. For each wrong answer  $\frac{1}{4}$  i.e. 0.25 mark will be deducted.

**(B) STRUCTURE OF THE TEST**

**(1) General Manager (2) Sr. Court Manager (3) Court Manager**

**Test Structure for the above mentioned posts is as under :**

Sr. No.	Section	No. of Ques.	Marks	Time
1	Test of General Awareness	50	50	Composite time of 2 Hours and 15 minutes for all the Sections together
2	Test of Reasoning	50	50	
3	Test of Quantitative Aptitude	50	50	
4	Test of English Language	50	50	
	<b>TOTAL</b>	<b>200</b>	<b>200</b>	

**TEST I**

**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 :**

- 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
- (a) Code of Civil Procedure :**
  - Section 3 - Subordination of Courts
  - Establishment of Provincial Small Causes Court, Presidency Small Causes Court and City Civil Court, Bombay
- Code of Criminal Procedure :**
  - Chapter II Constitution of Criminal Courts and Offices Sec. 6 to 25-A

**TEST II**

**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  
 The right answer, of course, is 'Fruit', which is answer No.4.
- 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  
 Of the five, 'Red', 'Black', 'Green' and 'Yellow' are names of colours. 'Colour' is not the name of the colour. Therefore, the answer is 'Colour' which is answer No.4.

- Q.5.** Which one of the five words below means the opposite of North?  
 (1) Pole (2) Equator (3) South (4) East (5) West

The answer is 'South', which is answer No.3.

- 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

The answer is 'Horse', which is answer No. 1.

### TEST III 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
<b>Seniority</b>	32	17	22	19	5	5
<b>Perseverance</b>	14	19	17	9	27	14
<b>Efficiency</b>	15	19	21	14	14	17
<b>Intelligence</b>	10	14	10	14	17	35
<b>Honesty</b>	24	17	7	9	27	16
<b>Sociability</b>	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

Notice the percentage for rank I given in the table. You observe that seniority is the attribute with the highest percentage. So your answer is "Seniority", which is answer No.2.

- Q.10.** How many employees gave rank III to intelligence?  
 (1) 119 (2) 98 (3) 77 (4) 70 (5) 10

Look at the intersection of the column giving percentage for rank III and the row giving percentage for intelligence. You find that 10 percent of the 700 employees have given rank III to this attribute. 10% of 700 is 70. So your answer should be 4.

- Q.11.** Which attribute is considered the least important for Promotion ?  
 (1) Honesty (2) Intelligence (3) Perseverance (4) Efficiency (5) Sociability

Referring to the percentage for VI rank, you find that intelligence is the attribute which receives the highest percentage. In other words, a majority of people consider it as the least important and gives it the last rank. Therefore your answer is 2.

## TEST IV

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

The error is in (2) hence the answer is (2).

**Q.13.** The regaining of freedom / as we well know has given rise for / many dormant issues /  
 (1) (2) (3)  
 and conflicts in our society. (4) No error. (5)

The error in **Q.13** is in (2) hence the answer is (2).

**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

The correct answer here is 'laziness' which is answer no.2.

**Q. 15.** He wants me to look \_\_\_\_\_ his garden during his absence.  
 (1) at (2) over (3) after (4) into (5) from

#### PLEASE NOTE :

##### 1. Important points to note :

- (i) Use Ball Point Pen with black ink to indicate your answers to objective type questions.
- (ii) Do not leave any unintended or stray ink marks or smudges anywhere on the answersheet.
- (iii) Do not mark or leave two darkened ovals against one question number; otherwise it will be read as a question with more than one mark and will be considered as **wrongly answered**.

#### (D) : METHOD OF SHOWING ANSWERS TO OBJECTIVE TYPE QUESTIONS

**How to show your answer :** Each question is followed by answer choices which are numbered 1, 2, 3, 4 and 5. Select the most appropriate among them as answer. Then by using ball point pen blacken the oval bearing the correct answer number against the serial number of the question. For example, if the answer to Question Number 2 is answer number 5, it is shown as follows :

2.      (1)      (2)      (3)      (4)      ●

Please note that the oval should be dark enough and should be filled in as completely as possible. You need not make special efforts to darken any oval artistically.

**How to Answer :** Please think carefully before darkening the oval ,as you will not be able to erase the answer once the oval is darkened. The half darkened or tainted ovals as given below should be avoided while answering the question.

(1)      (2)      (3)      (4)      ●

(Smudge left in oval no. 3 and the fresh answer in oval no. 5 will be read as two answers 3 & 5 and therefore no credit will be given even if the answer no. 5 happens to be the correct answer.)

**(E) HOW TO FILL IN INFORMATION ON THE ANSWERSHEET**

**SIDE – 1 : USE BALL PEN FOR FILLING UP INFORMATION**

**(Box No. 1) Name of the Organisation :** The name of Organization “**High Court of Bombay**” in **English**

**(Box No. 4) Name of the Candidate :** Write your name and darken the corresponding ovals.

**(Box No. 5) Roll No. :** Fill in this information by using black ink ball-point pen and darkening the corresponding ovals.

**(Boxes No. 2, 3 & 6) Test Battery No., Test Booklet Sr. No. and Test Form No. :** This information is printed on the cover page of test booklet. You have to copy it on your answersheet, using black ink ball point pen, from the test booklet you will receive at the time of the examination. Darken corresponding ovals for Test Form No.

**(Box No. 7) Post :** Write and darken the code for your post as given in Annexure I.

**(Box No. 8) Category :** Leave this box blank.

**(Box No.9) Date of Test :** Write the date of test in this box.

**(Box No. 10) Center of Exam :** Write the name of center as ‘MUMBAI’ in this box.

**(Box No. 11) Candidate’s Signature :** You should sign in the space provided for. Your signatures on the application, call letter and answersheet should be identical.

**(Box No. 12) Invigilator’s Signature :** Invigilator will sign in this Box in the examination hall.

Mark your answers to the sample question in this specimen answersheet given below.

**SPECIMEN ANSWERSHEET PART FOR OBJECTIVE TEST**

1	①	②	③	④	⑤	6	①	②	③	④	⑤	11	①	②	③	④	⑤
2	①	②	③	④	⑤	7	①	②	③	④	⑤	12	①	②	③	④	⑤
3	①	②	③	④	⑤	8	①	②	③	④	⑤	13	①	②	③	④	⑤
4	①	②	③	④	⑤	9	①	②	③	④	⑤	14	①	②	③	④	⑤
5	①	②	③	④	⑤	10	①	②	③	④	⑤	15	①	②	③	④	⑤

**HOW TO FILL-UP INFORMATION IN THE ANSWERSHEET.**

The Biodata of fictitious candidate is given below.

1. Name of the Candidate : OAK OM MAHESH
2. Date of Examination : 26.02.2012
3. Organization : High Court of Bombay
4. Centre of Examination : Mumbai
5. Post : General Manager
6. Roll Number : 1101001248

Please Fill up Your Biodata particulars in the blank answersheet on next page and take it to the examination hall. This will help you copy your biodata information in actual answersheet accurately.

**ANNEXURE-I**

<b>Post</b>	<b>Code</b>
General Manager	1
Senior Court Manager	2
Court Manager	3

