

## HIGH COURT OF BOMBAY AT GOA, PANAJI

### Advertisement No.1/2016

Applications are invited from prospective candidates for filling up various posts on the establishment of the High Court of Bombay at Goa, Panaji, as under :

Sr No	Name of the post	Pay Band + Grade Pay	Number of vacancies	Essential qualifications	Desirable qualifications
1	Personal Assistant	Rs.15600-39100 + 5400	<b>SL-2 WL-2</b>	1 Possess University Degree. However, this condition may be relaxed if the candidate is already working as Lower Grade Stenographer for not less than 10 years or Higher Grade Stenographer for not less than 8 years in the High Court or in any other Court or Tribunal or in the Office of Advocate General or Government Pleader, preference being given to candidates possessing Degree in Law.	Knowledge of Marathi
				2 Qualify Government Commercial Certificate Examination or Examination conducted by Government Board or I.T.I. Or Credible Institute for Speed of 120 words per minute in English Shorthand and 50 words per minute in English Typing.	
				3 Possess Certificate as to Proficiency/Computer knowledge in operation of Word processor, M.S. Office, M.S. Word, Word Star 7 or Linux, obtained from: (a) University established under the Goa/Maharashtra University Act, (b) Goa/Maharashtra State Board of Technical Education (c) NIC (d) DOEACC (e) APTECH (f) NIIT (g) C-DAC (h) DATAPRO (i) SSI (j) BOSTON (k) CEDIT (l) MS-CIT <b>OR</b> credible institutions or government recognized institutions.	
				4 Knowledge of Konkani.;	
				5 Age not less than 21 and more than 40 years on the date of advertisement.	
2	Shorthand Writer (Lower Grade)	Rs.9300-34800 + 4300	<b>SL-1 WL-1</b>	1 Possess University Degree, preference being given to candidates possessing Degree in Law. This condition of University Degree may be relaxed for those who have not less than 3 years experience.	Knowledge of Marathi
				2 Qualify Government Commercial Certificate Examination or Examination conducted by Government Board or I.T.I. Or Credible Institute for Speed of 80 words per minute in English Shorthand and 40 words per minute in English Typing.	

				3 Possess Certificate as to Proficiency/Computer knowledge in operation of Word processor, M.S. Office, M.S. Word, Wrod Star 7 or Linux, obtained from: (a) University established under the Goa/Maharashtra University Act, (b) Goa/Maharashtra State Board of Technical Education (c) NIC (d) DOEACC (e) APTECH (f) NIIT (g) C-DAC (h) DATAPRO (i) SSI (j) BOSTON (k) CEDIT (l) MS-CIT <b>OR</b> credible institutions or government recognized institutions.	
				4 Knowledge of Konkani.	
				5 Age not less than 21 and more than 40 years on the date of advertisement.	
3	Assistant Librarian	Rs.5200-20200 + 2800	<b>SL-1 WL-1</b>	1 Should have a University Degree and certificate in Library and Information Science from any institution recognized by Government or University Degree and 3 years experience of working as Library Clerk or in equivalent or higher post in any Government, University, College, School, or Public Library.	Knowledge of Marathi
				2 Possesses knowledge in operating Computer i.e. MSCIT Certificate or DOEACC's, CCC, O, A, B or C level Certificate or CDAC's 6 months Diploma Certificate or Degree or Diploma in Computer Application from Recognized University/ Credible Institution.	
				3 Knowledge of Konkani.	
				4 Age not less than 25 and more than 40 years on the date of advertisement.	
4	Clerk	Rs.5200-20200 + 1900	<b>SL-16 WL-16</b>	1 Possess University Degree, preference being given to the holders of Degree in Law.	Knowledge of Marathi
				2 Must have passed Government Commercial Certificate Examination or Examination conducted by Government Board or I.T.I. Or Credible Institute for English Typing with Speed of 40 words per minute.	
				3 Possesses knowledge in operating Computer i.e. MSCIT Certificate or DOEACC's, CCC, O, A, B or C level Certificate or CDAC's 6 months Diploma Certificate or Degree or Diploma in Computer Application from Recognized University/ Credible Institution.	
				4 Knowledge of Konkani.	
				5 Age not less than 18 and more than 40 years on the date of advertisement.	

5	Peon	Rs.4440-7440 + 1300	<b>SL-7 WL-7</b>	1	Should have passed at least VII Standard Examination.	Knowledge of Marathi
				2	Knowledge of Konkani.	
				3	Age not less than 18 and more than 40 years on the date of advertisement.	
6	Sweeper	Rs.4440-7440 + 1300	<b>SL-1 WL-1</b>	1	Should have passed at least IV Standard examination of Primary School recognised by Government and who have adequate experience.	Knowledge of Marathi
				2	Knowledge of Konkani.	
				3	Age not less than 18 and more than 40 years on the date of advertisement.	

**Note (1) : (a)** Out of the total posts for Clerks and Shorthand Writer (Lower Grade), 2% of the posts are reserved for the persons with disability i.e. 1% for those with hearing impaired (P.D. - Partially Deaf) and 1% for those whose one leg is affected, as per High Court Notification No. Rule/X-2319/71 dated 20.11.2009). **Provided that the P.D. (Partially Deaf) category shall not be applicable to the post of Shorthand Writer (Lower Grade).**

**(b)** Out of the total posts for Peon and Sweeper, 3% of the posts are reserved for the persons with disability i.e. 1% for those with low vision (L.V.), 1% for those with hearing impaired (P.D. - Partially Deaf) and 1% for those whose one leg/one arm is affected, as per High Court Notification No. Rule/X-2319/71 dated 20.11.2009). **Provided that the low vision category (L.V.) shall not be applicable to the post of Peon. Provided that the category one arm affected shall not be applicable to the post of Sweeper.**

**Note (2) : The Maximum age limit** shall not be applicable to High Court/Government employees. The maximum age limit is relaxable upto 45 years for SC/ST and 43 years for O.B.C. Further the maximum age limit shall be relaxable to differently able persons by 10 years for General category **(40 + 10)**, 15 years for SC/ST **(40 + 5 + 10)** and 13 years for O.B.C **(40 + 3 + 10)**.

**Note (3) : Instructions for candidates applying under differently able/ physically challenged category :**

**(a)** The differently able/ physically challenged candidates must hold qualification as per the provisions of the Recruitment Rules in respect of the concerned Posts.

**(b)** Minimum percentage of the disability should be 40%.

(c) for the appointment to the post in Group 'C' and 'D', it shall be necessary to declare such candidate (differently able/physically challenged) by the Medical Board consisting of Experts in the concerned subject from the view point of physical ability taking into account the duties and responsibilities of the said post. The concerned candidate/s will be considered for appointment only after their ability is established.

**General Instructions to the candidates :-**

1. The candidates should send the application in the prescribed format **duly filled in by the candidate in his/her own handwriting** with latest three passport size colour photographs of which one photograph should be affixed on the application and duly signed across in such a manner that part of the signature should come on photograph and remaining on portion of application form.
2. Applications should be addressed to the "Registrar (Administration), High Court of Bombay at Goa, Panaji -Goa- 403 001 and **be sent only by R.P.A.D. or /Speed Post** in an envelope, duly superscribed with the words "**Application for the post of ".....(mention name of the post ) ....."**" so as to reach this office by 5.30 p.m. on or before 8<sup>th</sup> August, 2016, during office timings i.e. within 45 days from the date of publication of this Advertisement. Candidates desiring to apply for more than one post will have to apply separately. **Applications received thereafter or sent by any other mode such as Ordinary Post or by Hand Delivery will not be accepted.** The Postal Order of **Rs.600/-** for the post of Personal Assistant, **Rs.500/-** for the post of Shorthand Writer (Lower Grade)/Assistant Librarian/Cerk and **Rs.200/-** for the post of Peon/Sweeper, drawn in the name of Registrar (Administration), High Court of Bombay at Goa, Panaji-Goa, be also sent alongwith the application form for the aforesaid post to meet the expenses of processing the application.
3. Self attested photo copies of the following documents should be annexed with the application :-
  - i) Certificate or proof of date of birth.
  - ii) Certificate/degree of having passed the qualifying examination **and of higher educational qualification, if acquired.**
  - iii) Statement of marks obtained at the qualifying examination **and of higher educational qualification, if acquired..**
  - iv) Character certificate (**issued on or after publication of this advertisement**) from two respectable persons with whom the candidate is not related in any manner.
  - v) Certificate about prescribed Computer Knowledge from credible institutions or government recognised institutions, wherever applicable as per the advertisement.

vi) Certificate of requisite speed in typing and/or shorthand from institute recognised by Government or from Credible Institute, wherever applicable.

vii) Caste Certificate/Social Status Certificate from such competent authority as prescribed from time to time.

viii) Certificate/proof as to working knowledge of Konkani as under :

1) In the case of Government servants, certificate by any Gazetted Class-I Officer of their Office having knowledge of Konkani.

2) In case of others certificate by the Superintendents/ C.A.O. of the Court within whose jurisdiction the applicant resides

**or**

3) as proof of knowledge of konkani, submit marksheet showing Konkani as the subject studied at school/ college level.

ix) Valid Employment Exchange Registration Card.

x) 15 years Residence Certificate in Goa, issued by the Taluka Mamlatdar.

xi) Experience certificate, wherever required.

- 4.** At the time of oral interview, the candidate shall produce original of the documents attached.
- 5.** If any particular furnished is found to be false to the knowledge of the candidate, he/she shall be disqualified. The willful suppression of any material fact shall be severely punished.
- 6.** Application incomplete **or** not in prescribed form **or** short of required document/s **or** received after the scheduled date shall be rejected.
- 7.** Those working in the Government Offices shall apply through the proper channel by R.P.A.D./Speed Post only.
- 8.** The candidate will have to appear for tests and interview at their own expenses on the date, time and place as may be informed by the Office of High Court of Bombay at Goa, Panaji.
- 9.** The candidate shall declare as to whether there is any criminal prosecution pending against him/her or has been held guilty or convicted by a Criminal Court or is facing disciplinary/criminal enquiry.

### **Other Instructions :-**

- (a)** On the basis of performance of the candidates in the tests, the Select/Wait List of the candidates for the above said posts will be prepared in order of merit and the same will be displayed on the notice board of the High Court of Bombay at Goa, Panaji after the selection process is over.
- (b)** The Select/Wait List so prepared and approved shall be valid for a period of 2 years from the date of its publication on the Notice Board of the High Court and shall stand lapsed thereafter unless its period is extended by the Honourable the Chief Justice at the appropriate time.
- (c)** The appointments to the abovesaid posts shall initially be on probation for a period of two years. During the period of probation and until certificate about satisfactory completion of probation period is issued, the services of the appointee shall be liable to be terminated at any time without any notice and without assigning any reason.
- (d)** The name of the candidate shall be liable to be removed from the Select/Wait List without any notice, if it is revealed that any information supplied by such candidate in the Application Form is incorrect.
- (e)** If a candidate on the Select / Wait List fails to join duties within the period stated in the letter of appointment, his / her name will be liable to be removed from the Select List, unless the Honourable the Chief Justice is satisfied that failure was due to unavoidable reasons and beyond the control of the candidate.
- (f)** Canvassing in any form shall disqualify the candidate.
- (g)** The decision of the Selection Committee shall be final subject to approval by the Honourable the Chief Justice of High Court of Judicature at Bombay.
- (h) High Court reserves the right of shortlisting the candidates on the basis of Higher Educational qualification and academic excellence.**

### **OTHER INFORMATION TO THE CANDIDATES**

#### **FOR PERSONAL ASSISTANTS :**

- (a)** Work of Personal Assistant includes taking dictation from Honourable Judges in Court matters and other duties of a Stenographer. The incumbents are ordinarily required to work from 10.00 a.m. to 5.30 p.m. and even beyond these hours in case of exigency and as per the directions of the Honourable Judges.

**(b)** Candidates shall be selected on the basis of examination in Shorthand, Typing and Viva-Voce. The shorthand and typing tests will be of 40 marks each and Viva-voce will be of 20 marks. Minimum passing marks both for shorthand and typing tests will be 20 each. The Typing Test will be on computer. No grievance about condition of computer provided by the Office will be entertained after commencement of the Test. If the candidate fails in shorthand test, he/she will not be eligible to appear for typing test and if he/she fails in typing test, he/she will not be eligible for viva-voce.

**(c)** The examination shall consist of the following three parts :-

**Part – I**

Dictation of two passages in English containing total 600 words for transcription to ascertain the speed in shorthand. **(Time for dictation of passages : 5 minutes and time for transcription of passage : 35 minutes)**

**Part – II**

A passage in English containing 500 words for typing to ascertain the Typing Speed. **(Duration : 10 minutes)**

**Part – III**

Viva-voce

**FOR ASSISTANT LIBRARIAN :**

- (a)** The eligible candidates will be required to undergo screening/written test of 100 marks relating to General English, Library and Information Science & Computer Knowledge (minimum passing marks 50).
- (b)** The date, time and place of Screening test would be communicated by Post to the concerned candidates.
- (c)** Candidates qualifying screening test alone would be eligible for appearing in viva-voce of 20 marks.

**FOR SHORTHAND WRITER (LOWER GRADE) :**

- (a)** Candidates shall be selected on the basis of examination in Shorthand, Typing and Viva-Voce. The shorthand and typing tests will be of 40 marks each and Viva-voce will be of 20 marks. Minimum passing marks both for shorthand and typing tests will be 20 each. The Typing Test will be on computer. No grievance about condition of computer provided by the Office will be entertained after commencement of the Test. If the candidate fails in shorthand test, he/she will not be eligible to appear for typing test and if he/she fails in typing test, he/she will not be eligible for viva-voce.

(b) The examination shall consist of the following three parts :-

**Part – I**

Dictation of two passages in English containing total 400 words for transcription to ascertain the speed in shorthand. **(Time for dictation of passages : 5 minutes and time for transcription of passage : 25 minutes)**

**Part – II**

A passage in English containing 400 words for typing to ascertain the speed in Typing. **(Duration : 10 minutes)**

**Part – III**

Viva-voce

**FOR CLERK :**

(a) **Screening test : 90 marks** (minimum passing marks 45) **Duration : one hour**

Written test paper will be of objective type multiple choice questions on the following subjects :

Sr. No.	Subject	Syllabus	No. of Questions	No. of marks allotted
1	Konkani	Grammar, construction of sentence and usage of words	10	10
2	English	Spelling, Grammer, construction of sentence and usage of words	20	20
3	General Knowledge	Questions on daily events and experience, work of eminent persons in various field and on history and geography of India, especially related to Maharashtra	10	10
4	General Intelligence	Question to test quantitative aptitude etc.	20	20
5	Arithmetic	Addition, subtraction, multiplication, division, average percentage and decimal fraction etc.	20	20
6	Computer	Computer related general questions	10	10

(b) **Typing test : 20 marks** (minimum passing marks 10). **Duration : 10 minutes**

Typing passage containing simple language of 400 words. The typing test will be taken on Computer only. No grievance about condition of computer provided by the Office will be entertained after commencement of the Test.

(c) **Viva-voce : 40 marks**



- i) If the candidate fails in Screening test, he/she will not be considered for the typing test and
- ii) If the candidate fails in typing test he/she will not be considered for the post of Clerk.
- (d)** The date, time and place of Screening test would be communicated by Post to the concerned candidates.
- (e)** The date, time and place of Typing test of the candidates qualifying the screening test would be displayed on the notice board and the official website of the High Court of Bombay at Goa, Panaji.

**FOR PEON :**

The eligible candidates will be required to undergo screening/written test of 30 marks consisting of Objective type multiple choice questions (minimum passing marks 15), Physical fitness, special skill of 10 marks and Viva Voce test will be of 10 marks. The date, time and place of Screening test would be communicated by Post to the concerned candidates.

**Note: If the candidate fails in screening test he/she will not be considered for remaining test.**

**FOR SWEEPER :**

Competent candidates will have to appear for Practical Test of 30 marks, (minimum passing marks 15), Physical fitness 10 marks and Viva Voce 10 marks.

**Note: If the candidate fails in Practical test he/she will not be considered for remaining test.**

Panaji  
Dated : 23<sup>rd</sup> June, 2016

By Order,  
sd/-  
(S. C. Chandak )  
**Registrar (Administration)**  
**High Court of Bombay at Goa,**  
**Panaji-Goa.**