

## ADVERTISEMENT

NO. HCB/GOA/A1-D/DRIVER/2022/867

### HIGH COURT OF BOMBAY AT GOA

Applications are invited from eligible and physically fit candidates for the preparation of a Select List of 1 candidate for the post of Driver (Staff Car) on the establishment of the High Court of Bombay at Goa as per the Circulars/guidelines of the Bombay High Court and the provisions of the Bombay High Court Appellate Side Service Rules, 2000, in Level 2 of the 7<sup>th</sup> Pay Commission.

#### A. Eligibility:

- 1 Candidate must have passed at least S.S.C Examination or must have passed equivalent examination.
- 2 Candidate must know to read, write and speak Konkani, Marathi & Hindi languages.
- 3 As on date of the advertisement, the candidate must not be less than 21 years of age and more than 45 years of age in case of General category. The maximum age limit is relaxable upto 50 years in case of candidates belonging to SC/ST, and upto 48 years in case of Other Backward Classes. The maximum age limit shall not be applicable in case of High Court/Central or State Government, employees.
- 4 Candidate must have a valid and effective driving license having one year validity as on the date of publication of this advertisement. Candidate must possess driving license as per Motor Vehicle Act 1988 (Sec 59/1988). Such driving license must have been validly issued by the competent authority and must be functional in respect of light motor vehicle.
- 5 Candidate must have not less than 3 years experience of driving motor vehicles such as cars and/or heavy vehicles on the date of this advertisement.
- 6 Candidate must have a clean record of driving and no criminal/civil proceedings/case should be pending against him and he should not have been punished by any Court of Law.

- 7 Candidate must be competent enough to sign any contract lawfully and should not be disqualified for the post under any law.
- 8 Candidate must have basic working knowledge of maintenance and ordinary repairs of the motor vehicles.
- 9 Candidate must have knowledge of the topography and roads in Goa.
- 10 Candidate must be physically fit and free from vices and should bear a good moral character.
- 11 The candidate must not have more than 2 children as stated in the Declaration as per Form A appended to the Application Form. In case a candidate has more than 2 children, any child born on 28.03.2005 or thereafter, such candidate shall be considered unfit for this post.

#### **B. Manner of submitting Form**

- 1 The interested candidates shall send their applications only in the prescribed format which may be downloaded, printed and **duly filled in** by the applicant **by blue ink only and in own handwriting** with latest three passport size colour photographs, of which one photograph should be affixed on the application. It should be duly signed across in such a manner that part of the signature should come on the photograph and the remaining portion on the application form.
- 2 Applications should be addressed to the **“Registrar (Administration), High Court of Bombay at Goa, Penha-de-Franca, Porvorim-Goa- 403 521 and be sent only by Registered Post or Speed Post** in a sealed envelope, duly superscribed with the words **“APPLICATION FOR THE POST OF DRIVER (STAFF CAR)”** so as to reach this office by **5.30 p.m. on or before 27.09.2022. The candidates should note that, applications received thereafter or sent by any other mode such as Ordinary Post or by Hand Delivery will not be accepted by this Office.**

- 3 **Self attested photocopies** of the following documents (**except Form A and Form B which shall be in original**) **MUST** be attached with the application. The originals thereof, for verification, should be produced at the time of *viva voce* or at such time as may be stipulated by notice on the website:

a	Documents relating to Educational qualifications and mark sheets.
b	Birth Certificate / School Leaving Certificate or such other valid Birth Date Certificate/s.
c	In case of SC/ST and other backward class, candidates shall attach such Certificate issued by the Competent Authority.
d	Certificate/proof as to working knowledge of Konkani as under:
	i In the case of Government servants, certificate issued by any Gazetted Class-I Officer of their Office having knowledge of Konkani.
	ii In case of others, certificate issued by the Superintendents/C.A.O of the Court within whose jurisdiction the applicant resides.
OR	
	iii As proof of knowledge of Konkani, submit mark-sheet showing Konkani as a subject studied at School/College level.
e	Certificate of fifteen (15) years' residence in Goa issued ONLY by the Mamlatdar of the concerned Taluka.
f	Copy of Valid Driving License.
g	Certificate of 3 years experience of driving motor vehicle, bearing the name of the institute/Organization/Employer, signature and address with seal/Stamp of the issuing Authority.

h	Certificate, if any, showing knowledge of basic motor vehicle repair / maintenance and the name, address, signature and seal of the person / authority issuing such Certificate.
i	In case the candidate is a Government employee, the “No Objection Certificate” of the concerned Office issued by the Competent Authority or the Head of the Department.
j	In case of candidates registered with the Employment Exchange, copy of the Employment Exchange Registration Certificate.
k	E-challan receipt.
l	<b>Original documents to be submitted:</b>
(i)	Two Character Certificates in <b>Form 'B'</b> issued by two respectable persons, bearing the name, signature, address, phone number and seal. The Certificates should be issued on or after the date of publication of this advertisement. The respectable persons, stated above, should not be a relative or friend of the candidate.  Further the names mentioned at Column No. 24 of the application form and the persons issuing Character Certificate should be same.
(ii)	Original Declaration and Certificate of small family as per the eligibility criteria in <b>Form A</b> .

### C. Procedure for paying application fees

- 1 Candidates are required to deposit ₹200/- using the “e-challan” facility. The said deposit shall be non-refundable.
- 2 Candidates shall not be entitled to be called for the written examination/Driving Test or the oral examination only because they have submitted applications and deposited the fee as per the above requirements for the post of Driver (Staff Car).

- 3 Candidates are directed to follow the instructions given in the User Manual for “e-challan”.
- 4 Only those applications received along with the e-challan receipt shall be considered for the selection process.
- 5 In case of any difficulty arising while depositing the fees with the facility of “e-challan”, this Office shall not be responsible and no complaints shall be entertained in this regard.

#### **D. Short Listing**

- 1 All the rights of shortlisting of the candidates as per the said advertisement based on the number of applications received shall be with the Registrar-Admin., High Court of Bombay at Goa.
- 2 The eligibility of the candidates shall be finally decided after scrutiny of the applications.
- 3 The list of eligible candidates shall be notified on the website of the High Court of Bombay at Goa.

#### **E. Necessary instructions for the candidates**

- 1 Candidates shall not have any right to be called for the examination/interview only because he has submitted his application.
- 2 Shortlisted candidates shall first be required to appear for the written examination/screening test of **20 marks** of **40 minutes duration comprising** of multiple-choice questions based on the following subjects :
  - a. Traffic Rules, Vehicle maintenance and knowledge of basic repairs (07 marks).
  - b. Knowledge of topography of State of Goa (07 marks).
  - c. General Knowledge ( 06 marks).
- 3 Only those candidates who are successful in the written examination/screening test, shall be called for the driving test (to be taken by RTO) of 10 marks and only those who pass/succeed in the driving test, shall be called for the oral interview/*viva voce*.

Details as regards the date and time of the examination shall be published on official website of this Hon'ble Court from time to time.

4 The Select List of candidates shall be prepared on the basis of marks obtained in the written examination, motor vehicle driving test (practicals), the candidates past experience and the oral interview/*viva voce*.

5 Details/instructions regarding Admit Card shall be uploaded on the official website of the High Court of Bombay at Goa.

The candidates shall carry the Admit Card and Driving License/PAN Card / Aadhaar Card for identification at the time of the various examination/test failing which they shall not be permitted to appear for the examination.

6 At the time of the examination candidates must carry their driving license as per condition A4.

7 Eligible candidates shall attend the written examination, motor vehicle driving test (practical) and the oral interview/*viva voce* at their own cost.

8 The schedule of recruitment process is subject to change on account of any unforeseen event/s beyond the control of the High Court of Bombay at Goa. Such change would be published on the official website of the High Court of Bombay at Goa from time to time.

9 Candidates shall have no right to claim participation in the process, if the number of posts are varied or the selection process is canceled for any reason whatsoever beyond the control of this Office.

10 The High Court reserves all rights to alter the process of examination, to suspend the examination or to cancel or to partially alter the process of the examination.

11 Where the High Court of Bombay at Goa, is of the opinion that, it is necessary or expedient so to do it may, by order, relax any of the provisions of educational qualification or requirement of the advertisement subject to the approval of the Hon'ble The Chief Justice.

- 12 After the commencement of the selection process, if it is discovered that the candidate has furnished false information or has suppressed any true information, his candidature shall be canceled at any stage and if in case such a candidate is appointed he shall be liable to be dismissed. All rights of appointment are reserved by the High Court of Bombay at Goa Administration.
- 13 In case if any candidate tries to influence the selection authority directly or indirectly or the officers of this Establishment, appropriate proceedings shall be initiated as per the rules. In such case, the decision of the High Court of Bombay at Goa, Administration shall be final.
- 14 The decision of the Selection Committee shall be final, subject to approval by the Honourable the Chief Justice of the High Court of Judicature at Bombay.
- 15 Candidates are hereby instructed to visit the official website <http://www.hcbombayatgoa.nic.in> of the High Court of Bombay at Goa from time to time for the relevant instructions that may be uploaded in future.
- 16 Incomplete applications or applications not in the prescribed format or short of required document/s or received after the last date shall be rejected.
- 17 Those working in the Government Offices shall apply through proper channel by R.P.A.D./Speed Post only.

**F. Select List :**

1. On the basis of performance of the candidates in the tests, a Select List shall be prepared, in the order of merit and the same will be published on the Official website of the High Court of Bombay at Goa, after the selection process is over in every respect.
2. The appointments to the above post 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.

3. The name of the candidate shall be removed from the Select List without any notice, if it is revealed that any information furnished by such candidate in the Application Form is incorrect/false.
4. If a candidate on the Select List fails to join duties within the period stipulated in the letter of appointment, the name of the candidate will be deleted 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.
5. Canvassing in any form shall disqualify the candidate.

**G. General instructions for submitting application:**

1. While filling in the name, the spelling of the name should be as per the documents pertaining to the Educational qualifications or as per the proof of change of name or marriage certificate.
2. Candidates are required to submit their full residential address along with landmark and the Pin Code and shall not give vague or incomplete address.
3. Candidates shall furnish their email and mobile number in use.
4. Candidates are required to write the date of birth as per the Educational document / Birth Certificate.
5. Candidates are required to furnish necessary details of their children as per Declaration in Form 'A'. If a candidate does not have any children, then he is required to insert "Zero" (0) in the respective column.
6. Candidate is required to mention Aadhaar Card number correctly.
7. Candidate is required to furnish correct Educational qualification based on their relevant documents.



8. Candidate is required to mention correctly the languages known to them.
9. The driving experience should be mentioned correctly.
10. Candidate is required to furnish full and correct information of the driving license.
11. Candidate is required to furnish correct information regarding knowledge / experience of vehicle maintenance and basic vehicle repairs.
12. In case candidate is registered with Employment Exchange, he is required to mention number of registration, date of registration and name of District.
13. The candidate shall declare in the Declaration Form (**Form A**) appended to the Form of Application as to whether there is any civil or criminal case pending against the candidate or whether the candidate has been held guilty or convicted by a Criminal Court or is facing disciplinary/criminal enquiry.
14. In case, if any member/s of the family of the candidate is/are working in the High Court, District Court or any other Court, the candidate shall furnish the required information honestly.
15. Character Certificates should be as per **Form 'B'** and shall be obtained from two respectable persons. The Certificates should be issued on or after the date of publication of this advertisement. The respectable person, stated above, shall not be a relative or friend of the candidate.

<b>High Court of Bombay at Goa</b> <b>Date:26.08.2022</b>	<b>(Dinesh R. Shetty)</b> <b>Registrar - Administration</b>
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