

# **A D V E R T I S E M E N T**

NO. HCB/GOA/A1-D/PA/2019/1017

## **HIGH COURT OF BOMBAY AT GOA**

Applications are invited from the eligible candidates for the post of Personal Assistant for preparing a Select List of 3 candidates and Wait List of 3 candidates i.e. total 6 candidates (i.e. twice the number of expected vacancies) on the Establishment of the High Court of Bombay at Goa.

Name of the post	<b>Personal Assistant</b>
Number of posts	Select List of 3 candidates and Wait List of 3 candidates i.e. total 6 candidates.
Pay Band	Matrix Level 10 of the 7 <sup>th</sup> Pay Commission & other allowances as admissible under the rules.

### **Eligibility:**

The candidate must not be less than 21 years and more than 45 years of age on the date of publication of this advertisement. The maximum age limit shall not be applicable to the High Court/Government Employees. Further, the age limit shall be relaxed by five years [i.e up to 50 years of age] in case of candidates belonging to Scheduled Castes / Scheduled Tribes and by three years [i.e. up to 48 years of age] for Other Backward Classes.

### **Qualifications required :**

- 1.** The candidate must possess University Degree. However, this condition may be relaxed if the candidate is already working as a 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.
- 2.** The candidate must possess Government Commercial Certificate or have passed examination conducted by Government Board or I.T.I. or credible Institute for speed of 120 w.p.m. in English Shorthand and 50

w.p.m. in English Typing.

- 3.** The candidate must possess Computer Certificate as to proficiency in operation of Word Processor, M. S. Office, M. S. Word, OpenOffice Writer obtained from:

a) Universities established under the Goa/Maharashtra Universities Act, 1994.

b) Goa/Maharashtra State Board of Technical Education

c) NIC

g) C-DAC

k) CEDIT

d) DOEACC

h) DATAPRO

l) MS-CIT

e) APTECH

i) SSI

f) NIIT

j) BOSTON

**OR** Credible Institutions or Government Recognized Institutions.

- 4.** Knowledge of Konkani essential. Knowledge of Marathi desirable.

**Tests :**

- 1.** Candidate 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 Test and Typing Tests will be 20 each. The Typing Test will be taken on Computer. No grievance about condition of computers provided by the Office will be entertained after commencement of the Test. If the candidate fails in the Shorthand/ Dictation Test, the candidate will not be eligible to appear for the Typing Test. If the candidate fails in the Typing Test, the candidate will not be eligible for the *viva voce*.

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.

**PART – II**

A passage in English containing 500 words for typing to ascertain the speed in Typing.

**PART – III**

*Viva voce*.

- 2.** The candidates will have to appear for tests and *viva voce* as and when called for, at their own expense, on the date, time and place as may be informed by the Office of the High Court of Bombay at Goa, Panaji.
- 3.** The time table and venue for Shorthand/Dictation Test, Typing Test and *viva voce* of the candidates who make themselves eligible would be displayed on the Official website of the High Court of Bombay at Goa.
- 4.** Details/instructions regarding Hall Ticket shall be uploaded on the Official website of the High Court of Bombay at Goa.
- 5.** The eligibility of the candidates shall be finally decided after scrutiny of the applications.
- 6.** Verification of documents & testimonials with the Originals shall be done at the time of *viva voce*/Interview. Only eligible candidates will be allowed to appear for *viva voce*/Interview.
- 7.** 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.
- 8.** 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.
- 9.** The High Court of Bombay at Goa 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.
- 10.** The candidate shall declare in the Declaration Form appended to the Form of Application as to whether there is any criminal prosecution pending against the candidate or whether the candidate has been held guilty or convicted by a Criminal Court or is facing disciplinary/criminal

enquiry.

- 11.** As per the MCS Rules 2005, the candidate must not have more than 2 living children. If the total number of living children are more than two, due to the children born after 28.03.2005, the candidate shall be liable to be disqualified.
- 12.** Candidates are required to visit the official website of the High Court of Bombay at Goa from time to time for important Notices / Circulars / Results pertaining to the this recruitment process.

**Select/Wait List :**

- (a)** On the basis of performance of the candidates in the tests, a Select List of three candidates and Wait List of three candidates shall be prepared, for the above said post, 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.
- (b)** The Select/Wait List so prepared and approved shall be valid for a period of **two** years from the date of its publication on the official website of the High Court of Bombay at Goa. Provided that, the Honourable the Chief Justice, may, in his discretion, direct the appointment from that Select/Wait List even after the expiry of period of two years until a new List is prepared in accordance with the Bombay High Court Appellate Side Service Rules, 2000. As per Rule 53 (b) of the Bombay High Court, Appellate Side Service Rules, 2000 the said Select/Wait List shall be utilized for expected or contingent vacancies during the validity period of the said Select/Wait List.
- (c)** The appointments to the above said 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 removed from the Select/Wait List without any notice, if it is revealed that any information furnished by such candidate in the Application Form is incorrect/false.
- (e) If a candidate on the Select/Wait 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/Wait List.
- (f) Candidates attempting to influence the Selection Committee directly or indirectly shall be disqualified.
- (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) Canvassing in any form shall disqualify the candidate.
- (i) **High Court of Bombay at Goa reserves the right of shortlisting the candidates on the basis of higher educational qualification and academic excellence.**

**Instructions to the candidates :**

1. The candidates should send the application only in the prescribed format which may be downloaded, printed and **duly filled in** 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, 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 “Personal Assistant”** so as to reach this office by **5.30 p.m. on or before 11 September**

**2019. Applications received thereafter or sent by any other mode such as Ordinary Post or by Hand Delivery will not be accepted.**

- 3.** The Application Fee of ₹600/- (rupees Six Hundred only) shall be paid using the 'e-challan' facility. The said Fee shall be non-refundable.
  - a** Candidates shall not be entitled to be called for the examination or *viva voce* only because they have submitted applications and paid the fee as per the above requirements for the post of Personal Assistant.
  - b** Candidates are directed to follow the instructions given in the User Manual for "e-challan".
  - c** Only those applications received along with valid 'e-challan' receipt of online payment shall be considered for the selection process.
  - d** In case of any difficulty arising while depositing / paying the fees with the facility of "e-challan", this Office shall not be responsible and no complaints shall be entertained in this regard.
  
- 4.** Self attested photocopies of the following documents 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) Certificate or proof of date of birth (School Leaving/Birth Certificate).
  - b) The mark sheets and passing certificates of Matriculation [SSCE], Higher Secondary School [HSSCE], Graduation, Post Graduation, Law Graduation, if any.
  - c) Certificates issued by Government Board (G.C.C.), I.T.I., Institution recognised by Government or from Credible Institute, for the speed of 120 w.p.m. in English Shorthand and 50 w.p.m. in English Typing.
  - d) Certificate issued by reputed Institutions mentioned in Clause (3) of the qualifications required, showing proficiency in use of a Word Processor like M.S. Word, OpenOffice Writer.
  - e) Experience Certificate, if any.

- f) Caste certificate/Social Status Certificate from such authority as prescribed by the Government from time to time.
  - g) Certificate/proof as to working knowledge of Konkani as under:
    - (i) In the case of Government servants, certificate by any Gazetted Class-I Officer of their Office having knowledge of Konkani.
    - (ii) In case of others, certificate by the Superintendents/C.A.O of the Court within whose jurisdiction the applicant resides.
    - (iii) As proof of knowledge of Konkani, submit marksheet showing Konkani as a subject studied at School/College level.
  - h) Valid Certificate of fifteen (15) years' residence in Goa issued **ONLY** by the Mamlatdar of the concerned Taluka.
  - i) **Original** Character certificates speaking specifically about character of the candidate issued by two respectable persons, not related to the candidate, with their name, designation and full postal address and mobile/telephone number (**issued on or after the date of publication of the advertisement**).
  - j) No Objection Certificate issued by the Government Office where the candidate is already working and has applied with prior approval of Head of the Department.
  - k) Signed copy of the declaration in Form 'A' as to criminal antecedents and number of children appended to the form of the application.
  - l) Valid Employment Exchange Registration Card (if any).
  - m) A copy of e-challan receipt.
  - n) Two additional colour passport size photographs.
  - o) In case of married female candidate, if she has changed her name after marriage, document regarding change of her name such as copy of divergence/marriage certificate issued by the Competent Authority.
- 5.** If any particulars / information furnished are found to be false to the knowledge of the candidate, they shall be disqualified. Willful suppression of any material facts shall be severely punished.

6. Incomplete applications or applications not in the prescribed format or short of required document/s or received after the last 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.

**OTHER IMPORTANT INFORMATION TO THE CANDIDATES :**

Work of Personal Assistant includes taking dictation from the 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.

Place - Panaji

Registrar (Admin.)  
**High Court of Bombay at Goa**