

For office use Only

P.A/SW(L.G.)/A.L./CLERK/
PEON/SWEEPER
Entry No.-...../2016

Affix latest passport size Photograph and sign across the same in such a way that part of the signature should come on photograph and the remaining part on the application.

To,
The Registrar,
High Court of Bombay at Goa,
Lyceum Complex, Altinho
Panaji – Goa - 403 001.

Subject: Application for the post of _____

1.	Name of the Applicant (in Block letters)	:	
2.	Date and place of Birth	:	Date : Place :
3.	Age on the date of publication of the advertisement (YY/MM/DD)	:	
4.	Gender (Male/Female)	:	
5.	Marital Status (Married/Unmarried)	:	
6.	Full Address for correspondence (In block letters)	:	
7.	Permanent Address	:	
8.	Constituency of Legislative Assembly	:	
9.	Whether the candidate belongs to Scheduled Caste/Scheduled Tribes/Denotified Tribes/Nomadic Tribes/Other Backward Classes	:	
10.	Contact No.	:	

11.	Email ID	:		
12.	Employment Exchange Reg. No., if any	:	No.	Valid upto :
13.	Mother tongue and other languages which he/she can speak and/or read and/or write and whether the applicant has knowledge of Konkani language	:		
14.	Whether the applicant has any relatives in the High Court, if so, give the details of relative with name, designation & relationship.			
15.	<u>Educational Qualifications :</u>			
Sr. No.	Below SSC, SSC, HSSC, Graduate, Post Graduate & Law Graduate	Month & Year of Passing	Name of the School/Board/ University	% or Grade achieved
(Note : May attach additional sheets, if required)				
16.	<u>Professional Qualification :</u>			
	Details of professional qualification	Speed w.p.m.	Name of Authority/Institute issuing Certificate	% or Grade achieved
	English Typing			
	English Shorthand			
	Marathi Typing (If any)			

17.	Details of Computer Course/s undertaken and Qualified :				
	Name of Computer Course (Degree/Diploma/Certificate Course)	Duration in months/years	Name of Authority/Institute issuing Certificate	% or Grade achieved	
18	Work experience in the field (if any) :				
Sr. No.	Place of work	Post held	Date		Total Period
			From	upto	
(Note : May attach additional sheets, if required)					
19.	Postal Order No. and date	:			
20.	Whether Candidate is differently abled/ physically challenged (If yes, enclose Disability Certificate issued by the Civil Surgeon/ Resident Medical Officer/Chief Medical Officer/ Medical Superintendent of concerned District Govt. Hospital or competent Authority) (Note : To be filled in if applying for the post of Shorthand Writer (L.G.) Clerk/Peon/Sweeper)		Yes/ No		

D E C L A R A T I O N

1) I the applicant Shri/Smt./Kum.....do hereby declare that there is no criminal prosecution pending against me or I have not been held guilty or convicted by a Criminal Court or I am not facing any disciplinary/criminal enquiry. I have not been debarred by any Union or State Public Service Commission or Government or Public Body from seeking Employment.

I further declare that all the statements made in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or incorrect, my candidature for the recruitment is liable to be rejected or cancelled. In the event of my misstatement/ discrepancy in the particulars being detected after my appointment, my services shall be terminated without any notice to me.

2) I have _____ (Number of) living child/children as on today. Out of which No. of child/children born after 28th March, 2005 is _____ (mention dates of birth, if any).

I am aware that, if any total number of living children are more than two due to the children born after 28th March, 2005, I am liable to be disqualified for the same post.

Place :-

Date :-

Name and Signature of Applicant

Note : Self attested copies of following certificates in proof of being authentic should be enclosed alongwith the application :

1. Certificate or proof of date of birth.
2. Certificate having passed the qualifying examination/degree **and of higher educational qualification, if acquired.**
3. Statement of marks obtained at the qualifying examination/degree **and of higher educational qualification, if acquired.**
4. Certificate of character from two respectable persons with whom the candidate is not related in any manner **(issued on or after publication of this advertisement).**
5. Certificate about prescribed Computer Knowledge from credible institutions or government recognised institutions, wherever applicable.
6. Certificate of requisite speed in typing and/or shorthand from institute recognised by Government/Credible Institute, wherever applicable.
7. Certificate/proof as to working knowledge of Konkani.
8. Caste certificate from such authority as may be prescribed from time to time.
9. Valid Employment Exchange Registration Card, if any.
10. 15 years Residence Certificate in Goa, issued by the Taluka Mamlatdar.
11. Experience certificate, if any.

INSTRUCTIONS TO THE CANDIDATES

- 1) All entries to be filled in by the candidate in his/her own handwriting.
- 2) The application should bear latest passport size self attested photograph of the candidate.
- 3) Application duly filled in 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 8th August, 2016 during office timings within 45 days from the date of publication of this Advertisement. Candidates desiring to apply for more than one post will have to apply in separate envelopes. **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.
- 4) Those working in the Government Offices may apply through the proper channel by R.P.A.D./Speed Post only, strictly within 45 days from the date of publication of this Advertisement as above.