

# ADVERTISEMENT

NO. HCB/GOA/A1-D/CLERK/2024/2174

## HIGH COURT OF BOMBAY AT GOA, PORVORIM

Applications are invited from eligible candidates for the post of Clerk on the Establishment of the High Court of Bombay at Goa, Porvorim as per the Circulars/guidelines of the Bombay High Court and the Provisions of “The High Court of Bombay at Goa Officers and the Members of the Staff on the Establishment (Recruitment and Conditions of Service) Rules, 2024” :

<b>I</b>	<b>Name of the post</b>	:	Clerk
<b>II</b>	<b>Number of posts</b>	:	Select List - 17 Wait List - 04
<b>III</b>	<b>Pay Band</b>	:	Matrix Level 2 (₹19900 - ₹63200) of the 7 <sup>th</sup> Pay Commission & other allowances as admissible under the rules.
<b>IV</b>	<b>Age</b>	:	The candidate must not be less than 18 years and not 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 upto 50 years of age] in case of candidates belonging to Scheduled Castes / Scheduled Tribes and by three years [i.e. upto 48 years of age] for Other Backward Classes.
<b>V</b>	<b>Qualifications:</b>		
<b>1</b>			The candidate must possess University Degree, preference being given to the holders of Degree in Law (as on the date of publication of this advertisement).
<b>2</b>			The candidate must possess speed of 40 w.p.m. in English Typing (as on the date of publication of this advertisement). <b>[Certificate issued by/obtained from online websites will not be accepted]</b>

3	The candidate must possess knowledge in operating Computers & proficiency in operation of Word Processor (as on the date of publication of this advertisement). <b>[Certificate issued by/obtained from online websites will not be accepted]</b>			
4	Knowledge of Konkani is essential.			
5	Knowledge of Marathi is desirable.			
<b>VI Tests :</b>				
(a)	<b>Screening test : 90 marks</b> (minimum passing marks 45) <b>Duration : one hour</b> 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, Grammar, 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)	<b>Typing test : 20 marks</b> (minimum passing marks 10). <b>Duration : 10 minutes</b> 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.			

<b>(c)</b>	<b><i>Viva voce</i> : 40 marks</b>
i)	If the candidate fails in Screening test, the candidate will not be considered for the typing test <b>and</b>
ii)	If the candidate fails in typing test the candidate will not be considered for the post of Clerk.
<b>VII</b>	<b>Instructions:</b>
<b>1</b>	The candidates will have to appear for the tests and <i>viva voce</i> 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, Porvorim on the official website or as may be intimated <i>vide</i> e-mail.
<b>2</b>	The time table and venue for Screening/Written Test, Typing Test and <i>viva voce</i> of the candidates who make themselves eligible will be displayed on the Official website and Notice Board of the High Court of Bombay at Goa.
<b>3</b>	Details/instructions regarding Hall Ticket shall be uploaded on the Official website of the High Court of Bombay at Goa.
<b>4</b>	Verification of documents & testimonials with the Originals shall be done at the time of <i>viva voce</i> /Interview. Only eligible candidates will be allowed to appear for <i>viva voce</i> /Interview.
<b>5</b>	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.
<b>6</b>	Candidates shall have no right to claim participation in the process, if the number of posts are varied or the selection process is cancelled for any reason whatsoever beyond the control of this Office.
<b>7</b>	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.
<b>8</b>	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 inquiry.
<b>9</b>	<p>The candidate must not have more than 2 living children as stated in the Declaration as per Form A appended to the Application Form. In case a candidate has more than 2 children and has a child born after 28.03.2006, such candidate shall not be considered for the post.</p> <p><b>Explanation:-</b> For the purpose of this clause, where a couple has only one child, any number of children born out of a single subsequent delivery shall be deemed to be one child. Provided that, a person having more than two children on 28.03.2005, shall not be disqualified for appointment under this clause so long as the number of children he/she has, does not increase after 28.03.2006.</p> <p>Provided further that a child or more than one child born in a single delivery within the period of one year from 28.03.2005 shall not be taken into consideration for the purpose of disqualification mentioned in this clause.</p>
<b>10</b>	<p>Candidates are required to visit the official website <a href="https://www.hcbombayatgoa.nic.in">https://www.hcbombayatgoa.nic.in</a> of the High Court of Bombay at Goa from time to time for important instructions / Notices / Circulars / Results pertaining to this recruitment process. The candidates who make themselves eligible are also advised to check their respective e-mails for instructions if any.</p>
<b>VIII Short Listing:</b>	
<b>1</b>	High Court of Bombay at Goa reserves the right of shortlisting the candidates on the basis of higher educational qualification and academic excellence. High Court of Bombay at Goa also reserves the right of shortlisting the candidates at the stage of screening test and practical test.
<b>2</b>	The eligibility of the candidates shall be finally decided after scrutiny of the applications.
<b>3</b>	The list of eligible candidates shall be notified on the website of the High Court of Bombay at Goa.
<b>IX Select/Wait List:</b>	
<b>(a)</b>	On the basis of performance of the candidates in the tests, a Select List & Wait List of candidates shall be prepared, for the above said post, in the order of

	merit and the same will be notified on the Official website of the High Court of Bombay at Goa, after the selection process is over in every respect.
(b)	The Select List & Wait List so prepared and approved shall ordinarily be valid for a period of <b>two</b> years from the date of its notification. 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 Rules. As per the Rules, 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 appointment to the above said 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 probationer 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/wrong/misleading or if the candidate has concealed material facts.
(e)	If a candidate on the Select/Wait List fails to join duty within the period stipulated in the letter of appointment, the name of the candidate will be deleted from the Select/Wait List, unless the Honourable the Chief Justice is satisfied that failure was due to unavoidable reasons and beyond the control of the candidate.
<b>X</b>	<b>Manner of submitting the Application Form:</b>
<b>1</b>	The candidates should send the application only in the prescribed format which may be downloaded, printed and <b>duly filled in</b> by the applicant <b>by blue ink only and in own handwriting</b> with latest three passport size coloured photographs, of which <b>one photograph</b> 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 “ <b>Registrar (Administration), High Court of Bombay at Goa, Porvorim, Goa - 403 525</b> and be sent only by <b>R.P.A.D. or Speed Post</b> in an envelope, duly superscribed with the words “ <b>Application for the post of Clerk</b> ” so as to reach this office by <b>5.30 p.m. on or before 16.01.2025</b> . Applications received thereafter or sent by any other mode such as <b>Ordinary Post, Courier Service or by Hand Delivery</b> <u>will not be considered</u> .
3	Those working in the Government Offices shall apply <b>through proper channel by R.P.A.D./Speed Post only i.e., the application should be routed through Head of Department by obtaining No Objection Certificate.</b>
<b>XI</b>	<b>Procedure for paying application fees:</b>
1	The Application Fee of ₹500/- (Rupees Five Hundred only), shall be paid using the 'e-challan' facility. <b>The said Fee shall be non-refundable.</b>
2	Candidates shall not be entitled to be called for the examination or <i>viva voce</i> only because they have submitted applications and paid the fee as per the above requirements for the post.
3	Candidates are directed to follow the instructions given in the User Manual for "e-challan" available on the official website of this Hon'ble Court.
4	Only those applications received along with valid 'e-challan' receipt of online payment shall be considered for the selection process.
5	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.
<b>XII</b>	<b>Documents required to be submitted along with the Form of Application:</b>
<b>Self attested photocopies</b> of the following documents ( <b>except Form A and Form B which shall be original</b> ) <b>MUST</b> be attached with the application. The originals thereof, for verification, should be produced at the time of <i>viva voce</i> or at such time as may be stipulated by notice on the website of this Hon'ble Court:	
a)	Birth Certificate / School Leaving Certificate or such other valid Birth Date

	Certificate/s.
<b>b)</b>	The mark sheets and passing certificates of Matriculation [SSC], Higher Secondary School [HSSC], Graduation, Post Graduation, Law Graduation, if any. <b>(Certificates issued by/obtained from online websites will not be accepted)</b>
<b>c)</b>	Typing Certificate for the speed of 40 w.p.m. in English Typing issued by Government/Private Institutes/Colleges/Universities. <b>The Certificate should clearly indicate “40 w.p.m”.</b> <b>(Certificates issued by/obtained from online websites will not be accepted)</b>
<b>d)</b>	Certificate of Computer knowledge issued by Government/Private Institutes/Colleges/Universities. <b>(Certificates issued by/obtained from online websites will not be accepted)</b>
<b>e)</b>	Experience Certificate (if any).
<b>f)</b>	Caste Certificate/Social Status Certificate from such authority as prescribed by the Government from time to time (wherever applicable).
<b>g)</b>	Certificate/proof as to working knowledge of Konkani as under:
<b>(i)</b>	In the case of Government servants, certificate by any Gazetted Class-I Officer of their Office having knowledge of Konkani.
	<b>OR</b>
<b>(ii)</b>	In the case of Government servants/Others, certificate by the C.A.O./ Superintendent/Head Clerk/Nazir of the Court within whose jurisdiction the applicant resides.
	<b>OR</b>
<b>(iii)</b>	As proof of knowledge of Konkani, submit mark sheet showing Konkani as a subject studied at School (Std VIII & above )/College level.
<b>h)</b>	<b>Valid</b> Certificate of fifteen (15) years' residence in Goa issued <b>ONLY</b> by the Mamlatdar of the concerned Taluka.
<b>i)</b>	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.
<b>j)</b>	In case of candidates registered with the Employment Exchange, copy of the Employment Exchange Registration Certificate.

<b>k)</b>	E-challan receipt indicating valid/successful payment.
<b>l)</b>	Three additional latest coloured passport size photographs. [As mentioned above at Sr. No. X(1), one photo to be affixed on the application form].
<b>m)</b>	In case of change in name, document regarding change of name, such as copy of divergence/marriage certificate issued by the Competent Authority.
<b>n)</b>	Copy of Aadhar Card or Pan Card or Voter's id or Passport (As proof of citizenship).
<b>o)</b>	<b>Original documents to be submitted:</b>
<b>(i)</b>	Original Declaration and Certificate of small family as per the eligibility criteria in <b>Form 'A'</b> .
<b>(ii)</b>	<b>Two</b> Character Certificates speaking specifically about character of the candidate in <b>Form 'B'</b> issued by two respectable persons, bearing the name, signature, address, phone number and seal. <b>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.</b> <b>Further the names mentioned at Column No. 27 of the application form and the persons issuing the Character Certificate should be same.</b>
<b>XIII</b>	<b>Other important information for the candidates :</b>
<b>1</b>	No candidate shall be eligible for appointment :
<b>(i)</b>	if he/she is not a citizen of India; or
<b>(ii)</b>	if he/she is not competent to enter into a contract; or
<b>(iii)</b>	if he/she has been convicted for an offence involving moral turpitude or is or has been permanently debarred or disqualified by the High Court or UPSC or any State Service Commission, as the case may be, from appearing in any examination or selection process conducted by it; or
<b>(iv)</b>	if he/she has been convicted by any Criminal Court or there is a criminal prosecution pending against him/her; or
<b>(v)</b>	if he is a man who has more than one wife living and if a woman who has married a man who is already having another wife; or
<b>(vi)</b>	if he/she has more than two children, born after 28/03/2006.
<b>2</b>	After appointment, the candidate will not be eligible to apply for transfer to any



	place, before completion of five years service from the date of his/her appointment, in any circumstances.
<b>3</b>	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 viewed seriously.
<b>4</b>	Incomplete applications <b>or</b> applications not in the prescribed format <b>or</b> short of required document/s <b>or</b> received after the last date shall be rejected.
<b>5</b>	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.
<b>6</b>	The decision of the Selection Committee on any issue, as would be raised at any stage during the entire selection process by any candidate, shall be final and binding upon the candidate.
<b>7</b>	In case if any candidate tries to influence/pressurize the Selection Committee 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, shall be final.
<b>8</b>	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.
<b>9</b>	Original documents should be produced only when required and called for by the High Court, (Unless specified herein-above). If the same are forwarded with the application, they will not be returned by the High Court on its own, nor will any responsibility for their preservation be taken. Applications containing incorrect / incomplete information in any respect shall be rejected.
<b>10</b>	Canvassing in any form shall disqualify the candidate.

Place: Porvorim-Goa  
Date: 06.12.2024

Sd/-

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