

## ADVERTISEMENT

NO. HCB/GOA/A1-D/DRIVER/2024/1285

### HIGH COURT OF BOMBAY AT GOA, PORVORIM

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 provisions of "The High Court of Bombay at Goa Officers and Members of the Staff on the Establishment (Recruitment and Conditions of Service) Rules, 2023 and Guidelines framed thereof, , in Matrix Level 2 (₹19900 - ₹63200) of the 7<sup>th</sup> Pay Commission & other allowances as admissible under the Rules.

<b>A. ELIGIBILITY :</b>	
<b>i)</b>	Candidate must have passed at least S.S.C Examination or must have passed equivalent examination.
<b>ii)</b>	Candidate must be able to speak Marathi & Hindi languages.
<b>iii)</b>	Candidate must have knowledge of Konkani.
<b>iv)</b>	As on date of publication of the advertisement, the candidate must not be less than 21 years of age and not be more than 45 years of age in case of General category. 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>	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.
<b>vi)</b>	Candidate must have not less than 3 years experience of driving motor vehicles such as cars and/or heavy vehicles on the date of publication of the advertisement.
<b>vii)</b>	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.
<b>viii)</b>	Candidate must be competent enough to sign any contract lawfully and should not be disqualified for the post under any law.

<b>ix)</b>	Candidate must have basic working knowledge of maintenance and ordinary repairs of the motor vehicles.
<b>x)</b>	Candidate must have knowledge of the topography and roads in Goa.
<b>xi)</b>	Candidate must be physically fit and free from vices and should bear a good moral character.

## **B. INFORMATION ABOUT THE VARIOUS TESTS :**

<b>i)</b>	Shortlisted candidates shall first be required to appear for the written examination/screening test of <b>20 marks</b> of <b>40 minutes duration comprising</b> 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).
<b>ii)</b>	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/ <i>viva voce</i> of 10 marks.

## **C. INSTRUCTIONS :**

<b>i)</b>	The candidates will have to appear for the written examination/screening test, motor vehicle driving test (practical) 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>ii)</b>	Details/instructions regarding Admit Card shall be uploaded on the Official website of the High Court of Bombay at Goa Or forwarded to the candidates by e-mail or registered post.
<b>iii)</b>	Verification of documents & testimonials with the Originals shall be done at the time of <i>viva voce</i> /Oral Interview. Only eligible candidates will be allowed to appear for <i>viva voce</i> /Oral Interview.
<b>iv)</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.

v)	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.
vi)	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.
vii)	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.
viii)	<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>
ix)	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 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.
x)	At the time of the examination candidates must carry their driving license as per condition A(v).
xi)	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.
xii)	Candidates are required to submit their full residential address along with landmark and the Pin Code and shall not give vague or incomplete address.
xiii)	Candidates shall furnish their email and mobile number in use.

xiv)	Candidates are required to write the date of birth as per the Educational document / Birth Certificate.
xv)	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) / "Not Applicable" in the respective column.

#### **D. SHORT LISTING :**

i)	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.
ii)	The eligibility of the candidates shall be finally decided after scrutiny of the applications.
iii)	The list of eligible candidates shall be notified on the website of the High Court of Bombay at Goa.

#### **E. SELECT LIST :**

i)	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/ <i>viva voce</i> .
ii)	On the basis of performance of the candidates in the tests, a Select List of candidates 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.
iii)	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 appointee shall be liable to be terminated at any time without any notice and without assigning any reason.
iv)	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/wrong/misleading or if the candidate has concealed material facts.
v)	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.

<b>F. MANNER OF SUBMITTING THE APPLICATION FORM:</b>	
<b>i)</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 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.
<b>ii)</b>	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 a sealed envelope, duly superscribed with the words “ <b>Application for the post of Driver (Staff Car)</b> ” so as to reach this office by <b>5.30 p.m. on or before 24.09.2024</b> . The candidates should note that, <b>applications received thereafter or sent by any other mode such as Ordinary Post, Courier service or by Hand Delivery will not be accepted.</b>
<b>iii)</b>	Those working in the Government Offices shall apply 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>G. PROCEDURE FOR PAYING APPLICATION FEES:</b>	
<b>i)</b>	Candidates are required to deposit ₹500/- using the “e-challan” facility. The said deposit shall be non-refundable.
<b>ii)</b>	Candidates shall not be entitled to be called for the written examination/Driving Test or <i>viva voce</i> only because they have submitted applications and paid the fee as per the above requirements for the post.
<b>iii)</b>	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.
<b>iv)</b>	Only those applications received along with valid 'e-challan' receipt of online payment shall be considered for the selection process.
<b>v)</b>	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>H. 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 in 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:
	(a)	Birth Certificate / School Leaving Certificate or such other valid Birth Date Certificate/s.
	(b)	The Mark Sheets and Passing Certificates relating to SSC or equivalent Examination & higher education/other qualifications, if any.
	(c)	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, as on the date of publication of the advertisement.
	(d)	Caste certificate/Social Status Certificate from such authority as prescribed by the Government from time to time (where applicable).
	(e)	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.
		<b>OR</b>
	(ii)	A certificate issued by the C.A.O./Superintendents/Head Clerk/Nazir of the Court within whose jurisdiction the applicant resides.
		<b>OR</b>
	(iii)	As proof of knowledge of Konkani, submit mark-sheet showing Konkani as a subject studied at School (Std VIII & above )/College level.
	(f)	<b>Valid</b> Certificate of fifteen (15) years' residence in Goa issued <b>ONLY</b> by the Mamlatdar of the concerned Taluka.
	(g)	Copy of Valid Driving License.
	(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)	Three additional latest coloured passport size photographs. [As mentioned above at Sr. No. F(i) to be affixed on the application form].
	(m)	In case of change in name, document regarding change of name, such as copy of divergence/marriage certificate issued by the Competent Authority.

	(n)	Copy of Aadhar Card or Pan Card or Voter's id or Passport.
	(o)	<b>Original documents to be submitted:</b>
	(i)	Original Declaration and Certificate of small family as per the eligibility criteria in <b>Form 'A'</b> .
	(ii)	<p><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. 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.</p> <p style="text-align: center;"><b>Further the names mentioned at Column No. 26 of the application form and the persons issuing Character Certificate should be same.</b></p>

#### **I. OTHER IMPORTANT INFORMATION FOR THE CANDIDATES :**

	<b>1</b>	A candidate needs to take note that, no candidate shall be eligible for appointment -
	(i)	if he/she is not a citizen of India; or
	(ii)	if he/she is not competent to enter into a contract; or
	(iii)	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
	(iv)	if he/she has been convicted by any Criminal Court or there is a criminal prosecution pending against him/her; or
	(v)	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
	(vi)	if he/she has more than two children, born after 28/03/2006.
	<b>2.</b>	After appointment, the candidates 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 or 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.
6.	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.
7.	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, shall be final.
8.	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.
9.	Canvassing in any form shall disqualify the candidate.

**Place: Porvorim-Goa**

**Date: 23.08.2024**

**(S. C. Munghate)**  
**Registrar - Administration**