

ADVERTISEMENT

NO. HCB/GOA/A1-D/P.A./2023/430

HIGH COURT OF BOMBAY AT GOA

Applications are invited from eligible candidates for the post of Personal Assistant 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 Bombay High Court Appellate Side Service Rules, 2000:

I	Name of the post	:	Personal Assistant
II	Number of post	:	Select List - 04 Wait List - 01
III	Pay Band	:	Matrix Level 10 (₹56100 - ₹177500) of the 7 th Pay Commission & other allowances as admissible under the rules.
IV	Age	:	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 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.
V	Qualifications:		
		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 speed of 120 w.p.m. in English Shorthand.
		3	The candidate must possess speed of 50 w.p.m. in English Typing.
		4	The candidate must possess sufficient knowledge of Computers.
		5	Knowledge of Konkani is essential.
		6	Knowledge of Marathi is desirable.
VI	Tests :		
		Candidate shall be selected on the basis of examination in Shorthand, Typing and <i>viva voce</i> . The Shorthand and Typing tests will be of 40 marks each and <i>viva voce</i> will be of 20 marks. Minimum passing marks both for Shorthand Test and Typing Test will be 20 each. The Typing Test will be taken on Computers. 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 <i>viva voce</i> .	

		The examination shall consist of the following three parts :	
		PART-I	
		Dictation of two passages in English containing total <u>600</u> words for transcription to ascertain the speed in Shorthand. (Time for dictation of passages : 5 minutes and time for transcription of passage : 35 minutes)	
		PART – II	
		A passage in English containing <u>500</u> words for typing to ascertain the speed in Typing. (Duration : 10 minutes)	
		PART – III	
		<i>Viva voce.</i>	
VII Instructions:			
		1	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 or sms.
		2	The time table and venue for Shorthand/Dictation 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.
		3	Details/instructions regarding Hall Ticket shall be uploaded on the Official website of the High Court of Bombay at Goa.

		4	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.
		5	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.
		6	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.
		7	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.
		8	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.
		9	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

		<p>2 children, any child born on 28.03.2005 or thereafter, such candidate shall not be considered for the post.</p> <p>Explanation:-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 28.03.2005.</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>
		<p>10 Candidates are required to visit the official website http://www.hcbombayatgoa.nic.in of the High Court of Bombay at Goa from time to time for important instructions / Notices / Circulars / Results pertaining to this recruitment process.</p>
VIII	Short Listing:	
		<p>1 High Court of Bombay at Goa reserves the right of shortlisting the candidates on the basis of higher educational qualification and academic excellence.</p>
		<p>2 The eligibility of the candidates shall be finally decided after scrutiny of the applications.</p>
		<p>3 The list of eligible candidates shall be notified on the website of the High Court of Bombay at Goa.</p>

IX	Select/Wait List:
	<p>(a) 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 published on the Official website of the High Court of Bombay at Goa, after the selection process is over in every respect.</p>
	<p>(b) The Select List & Wait List so prepared and approved shall ordinarily be valid for a period of two 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.</p>
	<p>(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.</p>
	<p>(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 by concealing material facts.</p>

		(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.
X	Manner of submitting the Form:		
		1	The candidates should send the application 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, Porvorim, Goa - 403 521 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 02.05.2023 . Applications received thereafter or sent by any other mode such as Ordinary Post or by Hand Delivery will not be accepted.
		3	Those working in the Government Offices shall apply through proper channel by R.P.A.D./Speed Post only.

XI	Procedure for paying application fees:	
		<p>1 The Application Fee of ₹600/- (Rupees Six Hundred only), shall be paid using the 'e-challan' facility. The said Fee shall be non-refundable.</p> <p>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.</p> <p>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.</p> <p>4 Only those applications received along with valid 'e-challan' receipt of online payment shall be considered for the selection process.</p> <p>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.</p>
XII	Documents required to be submitted:	
		<p>Self attested photocopies of the following documents (except Form A and Form B which shall be original) MUST 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:</p> <p>a) Birth Certificate / School Leaving Certificate or such other valid Birth Date Certificate/s.</p>

		b) The mark sheets and passing certificates of Matriculation [SSCE], Higher Secondary School [HSSCE], Graduation, Post Graduation, Law Graduation, if any.
		c) Shorthand Certificate for the speed of 120 w.p.m. in English Shorthand.
		d) Typing Certificate for the speed of 50 w.p.m. in English Typing.
		e) Certificate of computer knowledge issued by Government/Private Institutes/Colleges/Universities.
		f) Experience Certificate (wherever applicable).
		g) Caste Certificate/Social Status Certificate from such authority as prescribed by the Government from time to time (wherever applicable).
		h) 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.
	AND	
	(ii)	In case of others, certificate by the C.A.O./ Superintendent/Head Clerk/Nazir of the Court within whose jurisdiction the applicant resides.

			OR
		(iii)	As proof of knowledge of Konkani, submit marksheet showing Konkani as a subject studied at School/College level.
		i)	Valid Certificate of fifteen (15) years' residence in Goa issued ONLY by the Mamlatdar of the concerned Taluka.
		j)	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.
		k)	In case of candidates registered with the Employment Exchange, copy of the Employment Exchange Registration Certificate.
		l)	E-challan receipt.
		m)	Three additional latest coloured passport size photographs. (As mentioned above at Sr. No. X(one) to be affixed on the application form).
		n)	In case of change in name, document regarding change of name, such as copy of divergence/marriage certificate issued by the Competent Authority.
		o)	Copy of Aadhar Card or Pan Card or Voter's id or Passport.

		p)	Original documents to be submitted:
		(i)	Original Declaration and Certificate of small family as per the eligibility criteria in Form A .
		(ii)	<p>Two Character Certificates speaking specifically about character of the candidate in Form '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;">Further the names mentioned at Column No. 27 of the application form and the persons issuing Character Certificate should be same.</p>
XIII Other important information for the candidates :			
		1	The candidates are advised to take note that, the work of Personal Assistant to the Hon'ble Judge includes taking dictation from the Honourable Judges in Court/Chamber/residence and includes other allied duties of a Stenographer/Personal Assistant.
		2	The incumbents are ordinarily required to work from 10.00 a.m. to 5.30 p.m. and even beyond these hours on holidays in case of exigency and/or as per the directions of the Honourable Judges/Superior Officers.
		3	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.
		4	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.
		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 viewed seriously.
		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	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.
		8	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.
		9	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, Administration shall be final.
		10	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.
		11	Canvassing in any form shall disqualify the candidate.

Place: Porvorim-Goa
Date: 30.03.2023

(Dinesh R. Shetty)
Registrar (Admin.)
High Court of Bombay at Goa