

HIGH COURT OF BOMBAY AT GOA

No. HCB/GOA/A1-D/PA/23-24/1213

Date:12/08/2024

RECRUITMENT PROCESS FOR FILLING IN 3 POSTS OF PERSONAL ASSISTANT [Ref: Advertisement No. HCB/GOA/A1-D/COMMON RECRUITMENT/2023/1459 Dated 21/11/2023]

NOTICE OF SHORTHAND AND TYPING TEST

With reference to the advertisement dtd 21/11/2023, for the **post of Personal Assistant**, on this establishment, the candidates whose names are published in the **List of Accepted Applications** dated 12/08/2024 (Displayed separately on the website of this Establishment), are required to appear for the Shorthand & Typing Test, at the High Court of Bombay at Goa, Penha de Franca, Porvorim, Goa, as mentioned below:

Shorthand Test Date & Time	:	17/08/2024 at 11.00 a.m.	Reporting Time	:	10.00 a.m.
Typing Test Date & Time	:	17/08/2024 (timing shall be declared later)	Reporting Time	:	Shall be declared later
Venue	:	High Court of Bombay at Goa			
1	Documents to be carried for the Shorthand/Typing Test	Original Hall Ticket and Any one of these documents i.e. Original Driving License, Aadhar Card or Pan Card.			
SHORTHAND SPEED TEST FOR 120 w.p.m.					
2	Duration of dictation of two passages containing 600 words	Duration of transcription of the passages	Total Marks	Passing Marks	
3	05 minutes	35 minutes	40 Marks	20 Marks	
TYPING SPEED TEST FOR 50 w.p.m.					
4	Duration of typing test of one passage containing 500 words	Maximum Marks		Passing Marks	
5	10 minutes	40 Marks		20 Marks	

Only those candidates, who pass the shorthand test shall be eligible for typing test & only those who pass the typing test shall be eligible for the *viva voce*.

Any attempt on the part of the candidate to influence or pressurize the members of the Selection Committee and any attempts to disclose their identity in the Shorthand and Typing transcriptions shall forthwith render the candidate debarred from the selection process. Dictation in long hand shall not be permitted.

Any change in the above schedule, due to unforeseen event/s beyond the control of the High Court of Bombay at Goa, shall be published on the Official website of this Hon'ble Court. The candidates are therefore, required to check the Official website from time to time for any such change/instructions

Sd/-
(S. C. Munghate)
Registrar (Admin.)