

Preparation of Select list for two posts of "Clerk" from amongst eligible Drivers, Chobdars, Filer, Binder, Photocopy Machine Operators, Peons, Watchman, Gardener, Cooks & Sweepers on this Establishment, as per the provisions of Column No. 10 of Item No. 18 of the Schedule to "The High Court of Bombay at Goa Officers and Members of the Staff and Establishment (Recruitment and Conditions of Service) Rules, 2023"

HIGH COURT OF BOMBAY AT GOA, PORVORIM GOA

NO: HCB/GOA/A-1(P)/2024/1666

CIRCULAR

(Only for Drivers and Group D employees of the Establishment of High Court of Bombay at Goa)

The process of preparation of Select list for two posts of "Clerk" from amongst eligible Drivers, Chobdars, Filer, Binder, Photocopy Machine Operators, Peons, Watchman, Gardener, Cooks & Sweepers on this Establishment of the High Court of Bombay at Goa, is undertaken by the Registry as per the provisions of Column No. 10 of Item No. 18 of the Schedule to "The High Court of Bombay at Goa Officers and Members of the Staff and Establishment (Recruitment and Conditions of Service) Rules, 2023". The eligible employees working on the establishment of the High Court of Bombay at Goa, Porvorim who are fulfilling the following eligibility criteria and willing to work as Clerk may apply to the Registrar (Admin.), High Court of Bombay at Goa, Porvorim-Goa in the prescribed format along with the self attested copies of the testimonials **on or before 01.10.2024**. The applications received thereafter will not be considered.

The appointments to the said posts of Clerk are to be made by promotion in the Pay Matrix Level 2 of 7th Pay Commission.

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The eligibility criteria as on the date of publication of this Circular is as under :

1. The applicant must have completed three years of continuous service;
2. Must Possess University Degree, preference being given to the holders of Degree in Law;
3. Must have passed English Typing with speed of 40 w.p.m.,
4. Must possess Certificate of having knowledge in operating computers as prescribed from time to time.

There will be a typing test to ascertain typing speed of 40 w.p.m. for 20 marks conducted by the office (minimum passing marks being 10) followed by *viva voce*.

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

By Order

Sd/-

Date : 24.09.2024

**(S. C. Munghate)
Registrar (Admin.)**