

**Preparation of Select list for one post of "Clerk" from "Driver" and  
Group "D" employees**

**[Rule 29(b) Bombay High Court A.S. Service Rules 2000]**

**HIGH COURT OF BOMBAY AT GOA**

**NO: HCB/GOA/A-1(P)/2022/1197**

**C I R C U L A R**

**(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 one post of "Clerk" from "Driver" and Group "D" employees of the High Court of Bombay at Goa, is undertaken by the Registry as per Rule 29(b) of the Bombay High Court Appellate Side Service Rules, 2000. The Drivers and Group "D" 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 25/11/2022**. The applications received thereafter will not be entertained.

The appointments to the said post of Clerk are to be made by promotion in the Pay Matrix Level 2 of 7<sup>th</sup> Pay Commission.

The eligibility criteria is as under :

1. The applicant must have completed three years of continuous service on the date of this Circular;
2. Possess University Degree, preference being given to the holders of Degree in Law;
3. Must have passed Government Commercial Certificate Examination or examination conducted by Government Board or I.T.I. or Certificates obtained from Private Institutes for English Typing with speed of 40 w.p.m., on the date of this Circular.
4. Possess knowledge in operating Computer i.e. MSCIT Certificate or DOEACC's, CCC, O, A, B or C level Certificate or CDAC's 6 months Diploma Certificate or Degree or Diploma in Computer Application from Recognized University Or Certificates obtained from any Private Institutes, on the date of this Circular.

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Group "D" employees**

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However, the drivers and employees from Group D posts, who are recruited prior to coming into force of these Rules (Bombay High Court Appellate Side Service Rules, 2000) and are having minimum qualification for the post of Clerk, as per the Rules of 1994, will be brought within the zone of consideration for the provisional promotion to the post of Clerk even though, they may not be having the minimum qualification as per the present Rules on the condition that they shall acquire the minimum educational qualification within a period of five academic years and the minimum qualification in respect of typing and knowledge of operating Computers within a period of one academic year, failing which they will be reverted to their original post.

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

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

Sd/-

Date : 19.11.2022

(Dinesh R. Shetty)  
Registrar (Admin.)

gpn

For office use Only

CLERK -.....2022,

**APPLICATION FOR THE POST OF CLERK**  
**HIGH COURT OF BOMBAY AT GOA**  
**[Rule 29(b) Bombay High Court A.S. Service Rules 2000]**

Affix latest passport size Photograph and sign across the same in such a way that part of the signature should come on photograph and the remaining part on the application.

Date:

To,  
The Registrar (Administration)  
High Court of Bombay at Goa,  
Porvorim – Goa

Subject: **Application for the post of Clerk**

1)	Name of the Applicant Shri./Smt./Kum. (In capital letters)	:	(Surname) ( Name) (Father/Husband's name)
2)	Date of Birth	:	
3)	Caste/Category (SC/ST/NT/OBC/General)	:	
4)	Post held	:	
5)	Date of joining	:	
6)	Duration of service	:	(.....Years .....Months .....Days)
7)	Sex Male/Female	:	
8)	Married/ Unmarried	:	
9)	Full Address for correspondence with Telephone Number	:	

10)	Permanent Address	:		
11)	Educational Qualification			
	Details of examination passed	Name of the University	Year of Passing	% of marks
	XII <sup>th</sup> Std.			
	Graduate			
	Post Graduate			
	Law Graduate			
12)	Professional Qualification			
	Details of professional qualification	Name of Authority issuing Certificate (G.C.C./I.T.I)	Speed w.p.m	Grade
	English Typing (Compulsory)			
	English Shorthand (If any)			
	Marathi Typing (If any)			
13)	Details of Computer Course/s undertaken and Qualified			
	Name of Computer Course	Certificate issued by	Duration in months/years	% / Grade
	Course Certificate:			
	Degree :			
	Diploma:			
14)	Other technical qualification, if any	:		

Place :-

Date :-

Name and Signature of the applicant