

COURT OF THE DISTRICT & SESSIONS JUDGE, SOUTH GOA, MARGAO

The applications in the prescribed format are invited by the Principal District & Sessions Judge, South Goa, Margao for filing up the following posts, purely on a Temporary basis in the District & Subordinate Courts in the South Goa District.

Sr. No.	Name of the post	Whether General or Reserved Category	No. of posts	Educational Qualification	Pay Matrix
1	2	3	4	5	6
1.	Court Manager	GEN - 01	01	<u>Essential:</u> a. M.B.A. or Advanced Diploma in General Management. b. Must have 5 years experience/training in systems and process management, information technology, systems management, human resource management or financial systems management. c. Must have passed Government recognized computer knowledge/DOEACC examination from recognized institution. d. Must possess excellent computer application skills. e. Knowledge of Konkani. <u>Desirable:</u> a. Degree of Law.	Pay Matrix (Level 09)

Sr. No.	Name of the post	Whether General or Reserved Category	No. of posts	Educational Qualification	Pay Matrix
1	2	3	4	5	6
2.	Stenographer Grade-III	O.B.C. - 02 S.T. - 01 EWS - 01 GEN - 01	05	<u>Essential:</u> a) Passed Higher Secondary School Certificate Examination from a recognized Board/Institution. b) Speed of 100 words per minute in Shorthand in English. c) English typing at 35 words per minute correspond to 10500 Key Depression Per Hour on an average of 5 KD for each word, on Computer. d) Knowledge of Konkani. <u>Desirable:</u> a. Knowledge of Marathi.	Pay Matrix (Level 04)
3.	Lower Division Clerk	O.B.C. - 21 S.T. - 10 PH (VH) - 02 C.F.F. - 02 S.C. - 01 EWS - 06 GEN - 20 Ex-Serviceman - 01	63	<u>Essential:</u> a) Passed Higher Secondary School Certificate Examination from a recognized Board/Institution. b) English typing at 30 words per minute correspond to 9000 Key Depression per Hour on an average of 5 KD for each word, on Computer. c) Knowledge of Konkani. <u>Desirable:</u> a) Knowledge of Marathi. b) Preliminary training in Word Processing and Data Entry.	Pay Matrix (Level 02)

Sr. No.	Name of the post	Whether General or Reserved Category	No. of posts	Educational Qualification	Pay Matrix
1	2	3	4	5	6
4.	Driver	GEN - 01 OBC - 01	02	<u>Essential:</u> a) Passed Secondary School Certificate Examination from a recognized Board/Institution. b) Driving licence for light motor vehicle. c) Unblemished experience of atleast 2 years in the line. d) Knowledge of Konkani <u>Desirable:</u> a) Knowledge of Marathi. b) The incumbent will have to undergo practical driving test conducted by Inspector of Directorate of Transport before selection. An Inspector of the Directorate of Transport and Asst. Engineer (Mechanical) from the Govt. Garage will be associated with the D.P.C./D.S.C. as experts.	Pay Matrix (Level 02)
5.	Bailiff	GEN - 03 OBC - 02 EWS - 01	06	<u>Essential:</u> a) Passed Higher Secondary School Certificate Examination from a recognized Board/Institution. b) Knowledge of computer. c) Knowledge of Konkani. <u>Desirable:</u> a) Knowledge of Marathi.	Pay Matrix (Level 02)

Sr. No.	Name of the post	Whether General or Reserved Category	No. of posts	Educational Qualification	Pay Matrix
1	2	3	4	5	6
6.	Process Server	PH (OH) - 01 Ex-Serviceman - 01 GEN - 01	03	<u>Essential:</u> a) Passed Secondary School Certificate Examination from a recognized Board/Institution OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade from a recognized Institution. b) Knowledge of Konkani. <u>Desirable:</u> b) Knowledge of Marathi. c) Multi-tasking skills such as knowledge of operating office machines including computers.	Pay Matrix (Level 01)
7.	Peon (MTS)	S.T. - 04 O.B.C. - 11 C.F.F. - 01 EWS - 02 PH (HH) - 01 GEN - 08	27	<u>Essential:</u> a) Passed Secondary School Certificate Examination from a recognized Board/Institution OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade from a recognized Institution. b) Knowledge of Konkani. <u>Desirable:</u> a) Knowledge of Marathi. b) Multi-tasking skills such as knowledge of operating office machines including computers.	Pay Matrix (Level 01)

Sr. No.	Name of the post	Whether General or Reserved Category	No. of posts	Educational Qualification	Pay Matrix
1	2	3	4	5	6
8.	Liftman	GEN - 01	01	<u>Essential:</u> a) Passed Secondary School Certificate Examination from a recognized Board/Institution OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade from a recognized Institution. b) Knowledge of Konkani. c) Knowledge of operating lift. <u>Desirable:</u> a) Knowledge of Marathi. b) Multi-tasking skills such as knowledge of operating office machines including computers.	Pay Matrix (Level 01)
9.	Watchman	O.B.C. - 01 S.T. - 01 GEN - 03	05	<u>Essential:</u> a) Passed Secondary School Certificate Examination from a recognized Board/Institution OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade from a recognized Institution. b) Knowledge of Konkani. <u>Desirable:</u> a) Knowledge of Marathi. b) Multi-tasking skills such as knowledge of operating office machines including computers.	Pay Matrix (Level 01)

AGE: Not exceeding 45 years relaxable for O.B.C. Category (03 years), Physically Disabled (10 years), Children of Freedom Fighter (05 years), S.T. Category (05 years), S.C. Category (05 years) and Government Servants as per the instructions or orders issued by the Government from time to time.

The copies of the Certificates in respect of the Caste, Children of Freedom Fighters, Disability, Ex-Serviceman, 15 years residence in Goa, Income & Assets Certificate, all issued by the Competent Authorities, Educational Qualifications, Birth and Valid Employment Exchange Card, duly self-attested i.e. certifying that the Certificate is True Copy of the original shall be submitted in the Office of the Principal District & Sessions Judge, South Goa, Margao, so as to reach **on or before 25.07.2022**, during the office hours. The application shall bear a passport size photograph affixed in the box prescribed in the format and shall also be self-attested. The original educational qualification certificates and other documents are required to be produced at the time of interview/typing test/comprehensive test for verification of the Recruitment Committee.

The applications/documents received after the prescribed date, not in the prescribed format/incomplete and/or without the relevant documents, as mentioned above at the time of verification of the documents, shall be rejected summarily.

Candidates already in Government service should send their applications through proper channel.

No interim inquiry shall be entertained.

Canvassing in any form shall disqualify the candidate.

Note: The applications accepted/rejected and the date of interview will be displayed on the Notice Board and on the Official Website <https://districts.ecourts.gov.in/southgoa> of the District & Sessions Court, South Goa, Margao, **tentatively on 16.08.2022**. No separate call letters/intimation will be sent to the candidate/s.

Margao Goa.
Dated: 05.07.2022.



Irshad Agha
05/07/2022

(IRSHAD AGHA)
Principal District & Sessions Judge,
South Goa, Margao.

FORMAT

Recent Passport size Photograph duly self-attested.

Dated:-

To,
The Hon'ble
Principal District & Sessions Judge,
South Goa District, Old Market,
MARGAO.

Sub: Application for the post of

- 1. Full Name : _____
- 2. Father's/Husband's Name : _____
- 3. Full Residential address : _____
- 4. Nationality : _____
- 5. Male/Female : _____
- 6. Date of Birth : _____

7.

	Qualification	Class/Grade	Percentage
i)	S.S.C.E.		
ii)	H.S.S.C.		
iii)	Graduation		
iv)	Post Graduation		
v)	Other Qualification, if any		
vi)	Typing in English ()	Words per minute	
vii)	Shorthand ()	Words per minute	
viii)	Knowledge of Computer		

- 8. Experience, if any : _____
- 9. Employment Exchange Registration No. : _____
- 10. Category : _____
Whether you belong to
General/SC/ST/OBC/
CFF/Ex-Servicemen/PH/
EWS (State in this Column)

Applicant's Signature with date

Note: The Candidate shall type the relevant details in the format itself and remove the printout by downloading the above format. Separate application for each post shall be filed by the candidate. No online application shall be entertained.