

No.HCB/GOA/A1-D/D/2019/499.

Last date for submitting
Online applications :- 14/05/2019

: ADVERTISEMENT FOR THE POST OF DRIVER :

HIGH COURT OF BOMBAY AT GOA, PANAJI

Applications are invited from eligible and physically fit candidates for the preparation of a Select List and Wait List of 2 candidates each for the post of Staff-Car-Driver on the establishment of the High Court of Bombay at Goa, Panaji in Level 2 of the Revised Pay Matrix.

The interested candidates may apply for the the post of Staff Car Driver by logging on to <http://www.hcbombayatgoa.nic.in> for further details, criteria, other requirements and form of application. The processing fee shall be paid at the time of filling in/submitting the online application through 'e-challan' facility . The Link for submission of the online application will be available from 30/04/2019 at 11.00. a.m. Till 14/05/2019 up to 5.00 p.m. The candidates should note that applications sent by any other mode such as by hand delivery or by Post, will not be accepted by the Office.

A. Eligibility

- 1 Candidate must have passed at least S.S.C Examination or must have passed equivalent examination.
- 2 Candidate must know to read, write and speak Konkani, Marathi & Hindi languages.
- 3 As on date of the advertisement, the candidate must be minimum 21 years of age and maximum 45 years of age in case of General category. The maximum age limit is relax-able by 50 years in case of candidates belonging to SC/ST, and by 48 years in case of Other Backward Classes. The maximum age limit shall not be applicable in case of High Court/Central or State Government, employees.

- 4 Candidate must have a valid and effective driving license having one year validity as on the date of publication of this advertisement. Candidate must possess driving license as per Motor Vehicle Act 1988 (Sec 59/1988). Such driving license must have been validly issued by the competent authority and must be functional in respect of light motor vehicle.
- 5 Candidate must have minimum 3 years of experience of driving light motor vehicle as on the date of this advertisement.
- 6 Candidate must have a clean record of driving and no criminal proceedings/case should be pending against him and he should not have been punished by any Court of Law.
- 7 Candidate must be competent enough to sign any contract lawfully and should not be disqualified for the post under any law.
- 8 Candidate must have basic knowledge of repair and maintenance of the motor vehicles.
- 9 Candidate must have knowledge of the topography and roads in Goa.
- 10 Candidate must be physically fit and free from vices and should bear a good moral character.
- 11 As per the MCS Rules 2005, the candidate must not have more than 2 children. In case a candidate has more than 2 children, any child born on 28.03.2005 or thereafter, such candidate shall be considered unfit for this post.

B. Manner of submitting Form

- 1 For the present selection process, only online applications shall be accepted. Applications shall not be accepted in any other mode.
- 2 Interested candidates shall submit their applications on the website of this Establishment. i.e <http://hcbombayatgoa.nic.in> during the period from 30/04/2019 at 11:00 a.m to 14/05/2019 at 05:00 p.m. Thereafter, the link provided on website will be disabled.
- 3 While submitting online applications, candidates shall upload their latest passport size photo along with independent signature of not more than 40 KB after scanning it in .jpg or .jpeg file format.
Candidates are required to upload photo and signature on the space allotted on the online application form.
- 4 Details of submitting online application is available on <http://hcbombayatgoa.nic.in>. It is compulsory for the candidates to fill in correctly all the fields in the application. Candidates are required to read the application form completely and take a print after submitting the same. While submitting the application, photo is required to be uploaded on the space provided and is required to be signed in black ink at the said place. Candidates are required to preserve one copy of the application with them. The said application and the required documents shall NOT be sent to the office by post. However, during the selection process, a copy of said application and documents must be submitted as and when required.
- 5 In case more than one application is submitted, the last of such applications shall be considered.

- 6 In case the candidates are registered with the Employment Exchange, such candidates, if eligible for the post of driver, are required to submit the application in the prescribed form online.

C. Procedure for paying application fees

- 1 Candidates are required to deposit ₹200/- using the "e-challan" facility . The said deposit shall be non-refundable.
- 2 Candidates shall not be entitled to be called for the written examination/Driving Test or the oral examination only because they have submitted applications and deposited the fee as per the above requirements for the post of Driver.
- 3 Candidates are directed to follow the instructions given in the User Manual for "e-challan".
- 4 Only those applications received along with online payment shall be considered for the selection process.
- 5 In case of any difficulty arising while depositing the fees with the facility of "e-challan", this Office shall not be responsible and no complaints shall be entertained in this regard.

D. Short Listing

- 1 All the rights of shortlisting of the candidates as per the said advertisement based on the number of applications received shall be with the Registrar-Admin., High Court of Bombay at Goa.
- 2 Only those candidates who are short listed shall be called for the next selection process. The list of eligible candidates shall be notified on the website of the High Court of Bombay at Goa.

E. Necessary instructions for the candidates

- 1 Candidates shall not have any rights to be called for the examination/interview only because he has submitted his application.

- 2 Shortlisted candidates shall first be required to appear for the written examination, which shall be of multiple-choice questions based on the following subjects :
 - a. Traffic Rules, Vehicle maintenance and knowledge of basic repairs.
 - b. Places of interest in the State of Goa and its road network
 - c. General Knowledge.
- 3 Only those candidates who are successful in the written examination shall be called for the driving test and only those who succeed in the driving test, shall be called for the interview. Information as regards examination dates and time shall be published on website from time to time.
- 4 Those who fail in the written examination shall not be called for driving test, and those who fail in the driving test, shall not be called for the interview.

The Select List and the Wait List of candidates shall be prepared on the basis of marks obtained in the written examination, actual motor driving test, the candidates past experience and the interview.
- 5 Short listed candidates shall be notified about the details of the Admit Card for the written examination and other details which shall be made available on the website of High Court of Bombay at Goa. Candidates are required to download the Admit Card and the instructions independently. At the time of examination candidates shall carry Admit Card and a copy of the application and Driving License/PAN Card / Aadhaar Card for identification failing which they shall not be given permission to answer the examination.
- 6 At the time of the examination candidates must carry their driving license as per conditions A4.

- 7 Eligible candidates shall attend the written examination, motor driving test and the interview at their own cost.
- 8 Candidates selected for the interview shall carry 02 copies of online applications along with original documents and attested copies of the below mentioned documents.

a	Documents relating to Educational qualifications and mark sheets.						
b	Birth Certificate / School Leaving Certificate or such other valid Birth Date Certificate/s.						
c	In case of SC/ST and other backward class, candidates shall carry such Certificate issued by the Competent Authority.						
d	Certificate/proof as to working knowledge of Konkani as under: <table border="1"> <tr> <td>i</td> <td>In the case of Government servants, certificate by any Gazetted Class-I Officer of their Office having knowledge of Konkani.</td> </tr> <tr> <td>ii</td> <td>In case of others certificate by the Superintendents/C.A.O of the Court within whose jurisdiction the applicant resides.</td> </tr> <tr> <td>iii</td> <td>As proof of knowledge of Konkani, submit mark-sheet showing Konkani as a subject studied at School/College level.</td> </tr> </table>	i	In the case of Government servants, certificate by any Gazetted Class-I Officer of their Office having knowledge of Konkani.	ii	In case of others certificate by the Superintendents/C.A.O of the Court within whose jurisdiction the applicant resides.	iii	As proof of knowledge of Konkani, submit mark-sheet showing Konkani as a subject studied at School/College level.
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ii	In case of others certificate by the Superintendents/C.A.O of the Court within whose jurisdiction the applicant resides.						
iii	As proof of knowledge of Konkani, submit mark-sheet showing Konkani as a subject studied at School/College level.						
e	Certificate of fifteen (15) years' residence in Goa issued ONLY by the Mamlatdar of the concerned Taluka.						
f	Copy of Valid Driving License.						
g	Certificate of 3 years experience of driving motor vehicle bearing the name of the institute /Organization/Employer, signature and address with seal/Stamp of the issuing Authority.						

h	Certificate, if any, showing knowledge of basic motor vehicle repair / maintenance and the name, address, signature and seal of the person / authority issuing such Certificate.
i	Two Character Certificates 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 person, stated above, should not be a relative or friend of the candidate.
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	Original Certificate of small family as per the eligibility criteria as per Form A

9 Candidates shall have no right to claim participation in the process if the number of posts are varied or the selection process is canceled for any reason whatsoever beyond the control of this Office.

The High Court 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.

10 After the commencement of the selection process, if it is discovered that the candidate has furnished false information or has suppressed any true information, his candidature shall be canceled at any stage and if in case such a candidate is

appointed he shall be liable to be dismissed. All rights of appointment are reserved by the High Court of Bombay at Goa Administration.

- 11 In case if any candidate tries to influence the selection authority 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.
- 12 Candidates are hereby instructed to visit the official website of the High Court of Bombay at Goa from time to time for the relevant instructions that may be uploaded in future.
- 13 This advertisement is available on the official website of the High Court of Bombay at Goa and on the Notice Board of the High Court of Bombay at Goa.

High Court of Bombay at Goa Date: 26th April, 2019	Sd/- (Sudhiir M. Deshpande) Registrar - Administration
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General instructions for submitting online applications:

- 1 Before submitting the online application form, candidates are instructed to read the complete advertisement. Online application is required to be filled ONLY in English language.
- 2 Candidates shall keep two separate files of their passport size photo along with signature duly scanned and the size shall not be more than 40 KB and it should be in .jpg or .jpeg file format.

- 3 Filling up of all the information in the online application is mandatory.
- 4 While filling in the names, the spelling of the name should be as per the documents pertaining to the Educational qualifications or as per the proof of change of name or marriage certificate.
- 5 Candidates are required to submit their full residential address along with landmark and the Pin Code and shall not give vague or incomplete address.
- 6 Candidates shall furnish their email and mobile number in use.
- 7 Candidates are required to write the date of birth as per the Educational document / Birth Certificate.
- 8 Candidates are required to furnish necessary details of their children. If a candidate does not have any children, then he is required to insert "Zero" (0) in the respective column.
- 9 Candidate is required to mention Aadhaar Card number correctly.
- 10 Candidate is required to furnish correct Educational qualification based on their relevant documents.
- 11 Candidate is required to mention correctly the languages known to them.
- 12 The driving experience should be mentioned correctly.
- 13 Candidate is required to furnish full and correct information of the driving license.
- 14 Candidate is required to furnish correct information regarding knowledge / experience of vehicle maintenance and basic vehicle repairs.
- 15 In case candidate is registered with Employment Exchange, he is required to mention number of registration, date of registration and name of District.

- 16 Candidate is required to furnish full information in case any criminal complaint is filed or any Criminal Court has imposed any sentence. If any information is suppressed, such candidate will be disqualified and shall be dismissed even after appointment without prior notice, if his criminal background comes to the notice.
- 17 In case, if any member/s of the family of the candidate is/are working in the High Court, District Court or any other Court, the candidate shall furnish the required information honestly.
- 8 Character Certificates shall be obtained from two respectable persons. The Certificates should be issued on or after the date of publication of this advertisement. The respectable person, stated above, shall not be a relative or friend of the candidate.
- 19 Candidate shall deposit ₹200 by using the facility of "e-challan".
- 20 Candidate shall upload a photograph, which shall be less than 40 KB and only in .jpg or .jpeg file format.
- 21 Candidate shall upload scanned signature which shall be less than 40 KB and only in .jpg or .jpeg file format.
- 22 Candidate shall ensure that the details filled in are correct and only then click the button "I Agree".
- 23 After submitting the form, the candidate shall note down the registration number and print the same after selecting the "print" option button.
- 24 After printing the application, the candidate shall affix his photograph and sign in black ink and retain the print of the application for future use.
- 25 For any technical difficulties/queries, contact **0832 2973306 between 10.30 a.m. to 4.00 p.m. from 30/04/2019 to 14/05/2019 Only.**

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