

For office use Only	
P.A. Entry No...../2023	P.A. Seat No.....

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.

To,  
The Registrar (Administration),  
High Court of Bombay at Goa,  
Penha-de-Franca, Porvorim – Goa.

**Subject: Application for the post of Personal Assistant.**

1.	Name of the Applicant (in Block letters)	:	Mr/Mrs/Ms. Name Middle name Surname
2.	Date and place of Birth	:	<b>Date :</b>
			<b>Place :</b>
3.	Age on the date of publication of the advertisement (YY/MM/DD)	:	Years Months Days
4.	Gender (Male/Female/others)	:	
5.	Visible identification marks	:	
6.	Full Address for correspondence (In block letters)	:	
7.	Permanent Address	:	
8.	a. Whether the candidate belongs to Scheduled Caste/Scheduled Tribe/Other Backward Classes/ Nomadic Tribe recognized by the Government	:	
	b. Documents annexed in support thereof	:	

9.	a.	Marital Status (Married/Unmarried/Divorced)	:		
	b.	If married, do you have-			
		i.	more than one wife living (if a male)	:	
		ii.	married a person having already a wife living (if a female)	:	
10.	In case of change in name/surname, documents annexed in support of change in name		:		
11.	Number of children as on the date of advertisement		:		
12.	a.	Are you citizen of India?	:		
	b.	Documents annexed in support thereof	:		
13.	Mobile No.		:		
14.	Email ID		:		
15.	Aadhar No		:		
16.	Valid Employment Exchange Reg. Number, if any		:	Reg. No. <input type="text"/> Valid upto : <input type="text"/>	
17.	<b>Valid residence certificate</b> of 15 years residence in the State of Goa is attached (YES or NO)		:		
18.	a.	Mother tongue	:		
	b.	Other languages which the candidate can speak and/or read and/or write (YES or NO)	:	Marathi <input type="text"/> Hindi <input type="text"/> English <input type="text"/>	
			:	<input type="text"/>	
	c.	Knowledge of Konkani language (YES or NO)	:		
	d.	Document attached as proof of knowledge of Konkani	:		
19.	a.	Whether the applicant has any relatives in the Judiciary.	:		

	b.	Give the details of relative with name, designation & relationship.				
		Name	Org. Name	Designation	Relationship with candidate	
20.	a.	Whether the applicant is a Government employee.	:			
	b.	Whether application is routed through proper channel.	:			
	c.	Whether N.O.C. from parent department is annexed	:			
21.	<b><u>Educational Qualifications :</u></b>					
Sr. No.	SSC, HSSC, Graduate, Post Graduate & Law Graduate	Board/ University	Month & Year of Passing	Marks obtained	Maximum marks	Class/ Percentage
<b>(Note : May attach additional sheets, if required)</b>						
22.	<b><u>Professional Qualification :</u></b>					
	Details of professional qualification	Speed w.p.m.	Name of Authority/Institute issuing Certificate		% or Grade achieved	
a	English Typing					
b	English Shorthand					

c	Marathi Typing (if any)				
d	Marathi Shorthand (if any)				
23.	<b>Details of Computer Course/s undertaken :</b>				
	Name of Computer Course (Degree/Diploma/ Certificate Course)	Duration in months/years	Name of Authority/Institute issuing Certificate	% or Grade achieved	
24.	Other Technical qualifications if any	:			
25.	<b>Work experience in the field (if any) :</b>				
Sr. No.	Name & address of the Employer	Post held	Date		Total Period
			From	upto	
<b>(Note : May attach additional sheets, if required)</b>					
26.	a.	Is there any criminal or civil proceedings held/pending against the candidate or whether he/she was convicted by Criminal Court or held guilty/facing disciplinary enquiry/proceeding? (mention details)	:		
	b.	if he/she has been convicted for an offence involving moral turpitude or is or has been permanently debarred or disqualified by the High Court or UPSC or any State Service Commission, as the case may be, from appearing in any examination or selection process conducted by it	:		

27.	<b>Details of two respectable persons who know the candidate and who have issued the Character certificate in (Form B) on or after the date of publication of this advertisement</b>		
Sr. No.	Name	Address	Mobile Number
28.	'e-challan' receipt Number with Date	:	
29.	List of enclosures/documents (All annexed documents must be self attested except Declaration and character certificates [Forms A & B] <b>which should be original</b> )	:	

Dated:

Name and Signature of Applicant

## FORM 'A'

(To be submitted in original)

### D E C L A R A T I O N

1) I the applicant Mr/Mrs./Ms. \_\_\_\_\_ do hereby declare that there is no criminal prosecution pending against me nor have I been held guilty or convicted by a Criminal Court nor am I facing any disciplinary/criminal enquiry. I have not been debarred by any Union or State Public Service Commission or Government or Public Body from seeking Employment.

I do understand that in the event of particulars or information given herein being found false or incorrect, my candidature for the post is liable to be rejected or cancelled. In the event of any information found to be false or discrepancies in the particulars being detected after my appointment, my services shall be terminated without any notice to me.

2) I have \_\_\_\_\_ (Number of) living child/children as on today. Out of which the number of child/children born after 28<sup>th</sup> March, 2005 is \_\_\_\_\_  
(mention dates of birth, if any).

I am aware that, if any total number of living children are more than two, due to the children born after 28<sup>th</sup> March, 2006, I am liable to be disqualified for the same post.

I do hereby declare that all the entries made in the Application Form and the aforesaid declaration are true and correct to the best of my knowledge and belief.

Place :-

Date :-

Name and Signature of Applicant

**Note:** The above declaration should also be filled in and signed by unmarried candidate stating 'Not Applicable' in respective cases.

**FORM 'B'**

**(To be submitted in original)**

**CHARACTER CERTIFICATE**

Certified that, Mr./Mrs./Ms. \_\_\_\_\_ son/daughter/  
wife of Mr. \_\_\_\_\_ r/o \_\_\_\_\_  
is well known to me since last \_\_\_\_\_ years. To the best of my knowledge and belief  
he/she bears good moral character and has nothing adverse which debars his/her  
suitability for Government job. He/she is not my relative.

Place :

Signature \_\_\_\_\_

Date :

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Seal of the

\_\_\_\_\_

issuing Authority

\_\_\_\_\_

Mobile No \_\_\_\_\_

**Note: The Character Certificate must be issued by the persons whose names are mentioned at Sr. No. 27 of the application form.**