

ADVERTISEMENT NO:-DSC/REMP-73/2021/ 5805

COURT OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, NORTH GOA, AT PANAJI.

Applications in the prescribed format are invited by the Principal District and Sessions Judge, North Goa, Panaji for filling up of the following posts in the District and Subordinate Courts in the North Goa District.

Sr. No.	Name of the post	Whether General or Reserved Category	No. of posts	Educational Qualification	Pay scale
1	Court Manager	General	1	<p>Essential:-</p> <p>-</p> <p>1) M.B.A or Advanced Diploma in General Management.</p> <p>2) Must have 5 years experience/training in systems and process management, information technology, systems management, human resource management or financial systems management.</p> <p>3) Must have passed Government recognized computer knowledge/DOEACC examination from recognized institution.</p> <p>4) Must possess excellent computer application skills.</p> <p>5) Knowledge of Konkani.</p> <p>Desirable:-</p> <p>Degree of Law</p>	Pay Matrix (Level-09)
2	Stenographer Grade-III	O.B.C. - 03 S.T - 01 EWS - 01	05	<p>Essential:</p> <p>a) Passed Higher Secondary School Certificate from a recognized Board/ Institution.</p> <p>b) Speed of 100 words per minute in Shorthand in English.</p> <p>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.</p> <p>d) Knowledge of Konkani</p> <p>Desirable:</p> <p>a) Knowledge of Marathi.</p>	Pay Matrix (Level-04)



Sr. No.	Name of the post	Whether General or Reserved Category	No. of posts	Educational Qualification	Pay scale
3	Lower Division Clerk	GEN - 01 O.B.C. - 07 S.T - 02 C.F.F - 03 PH(VH)- 01 EWS - 01 Ex-Serviceman -01	16	<p><u>Essential:</u> a) Passed Higher Secondary School Certificate 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</p> <p><u>Desirable:</u> a) Knowledge of Marathi. b) Preliminary training in Word Processing and Data Entry.</p>	Pay Matrix (Level-02)
4	Driver	GEN-02 OBC - 01	03	<p>1. Passed Secondary School Certificate Examination from a recognized Board/ Institution.</p> <p>2. Driving licence for light motor vehicle.</p> <p>3) Unblemished experience of atleast 2 years in the line.</p> <p>4. i) Essential:- Knowledge of Konkani. ii) Desirable:- Knowledge of Marathi.</p> <p>5. 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.</p>	Pay Matrix (Level-02)

Sr. No.	Name of the post	Whether General or Reserved Category	No. of posts	Educational Qualification	Pay scale
5	Peon	GEN-05 O.B.C - 03 S.T.- 01 S.C. - 01 C.F.F.-01 EWS - 01	12	Essential: 1) 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 recognised Institution. 2) Knowledge of Konkani Desirable: (i) Knowledge of Marathi. (ii) Multi-tasking skills such as knowledge of operating office machines including computers.	Pay Matrix (Level-01)
6	Watchman	EWS-01 O.B.C - 01 Ex-Serviceman-01	3	Essential: 1) 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 recognised Institution. 2) Knowledge of Konkani Desirable: (i) Knowledge of Marathi. (ii) 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, 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 and Sessions Judge, North Goa, Panaji, so as to reach **on or**

before 20.09.2021, during 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/northgoa> of the District & Sessions Court, North Goa, Panaji **tentatively at the end of December, 2021**. No separate call letters/intimation will be sent to the candidate/s.

Panaji-Goa.

Dated:- 09.08.2021




(B. P. Deshpande)
Principal District Judge and Sessions Judge
North Goa, Panaji-Goa

APPLICATION FORMAT

Passport size self-
attested
Photograph

To,
The Hon'ble,
Principal District & Sessions Judge,
North-Goa, Panaji.

Post applied for: _____

1. Full Name:
2. Father's/Husband's Name:
3. Full Residential Address:
4. Mobile No.
5. E-mail id:
6. Date of Birth & age as on date of advertisement:
7. Nationality:
8. Educational Qualifications:
9. Any other Courses/Certificates:
10. Category (GEN/SC/ST/OBC/Ex-Serviceman/CFF/PH):
11. Whether Government Servant:-
12. Employment Registration No. & Validity:
13. Languages Known:
14. Experience, if any:

I _____ S/D/W of _____ hereby
state that the contents of the application are true to the best of my
knowledge and I possess the requisite qualification and other mandatory
documents for the post.

Signature of the applicant.