

ADVERTISEMENT No:-DSC/REMP-73/2025/3545

COURT OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, NORTH GOA, NEW DISTRICT COURT COMPLEX, MERCES, TISWADI-GOA.

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

I	Name of the post	:	Lower Division Clerk, Group "C" (Ministerial Non-Gazetted)
II	Number of posts	:	Select List - 30 UR - 19 OBC- 06 EWS- 03 ST- 02 (Out of above 30 vacancies, 4 are reserved for Ex-serviceman, 4 are reserved for PwD, 5 are reserved for CFF)
			Wait List - 08
III	Pay Band	:	Pay Matrix of Level-2 (Rs.19,900 - Rs.63,200) of the 7 th Pay Commission & other allowances as admissible under the rules plus one increment as per the recommendation of Justice Shetty Commission.
IV	Age	:	The candidate must not be less than 18 years and more than 45 years of age on the date of publication of this advertisement. The maximum age limit shall not be applicable to the Government Employees. Further, the age limit shall be relaxed by five years [i.e. upto 50 years of age] in case of candidate belonging to Scheduled Castes/Scheduled Tribes and CFF, by 3 years [i.e. upto 48 years of age] for Other Backward Classes, PwD by 10 years and Ex-Serviceman upto the extent of service rendered by the candidate.
V	Qualification	:	
		1	The candidate must have passed Higher Secondary School Examination Certificate from a recognized Board/ Institution. (Certificate issued by/obtained from online websites will not be accepted)
		2	The candidate must possess speed of 30 w.p.m. in English Typing. (Certificate issued by/obtained from online websites will not be accepted)
		3	The candidate must possess sufficient knowledge of Computers.
		4	Knowledge of Konkani is essential.



		5	Knowledge of Marathi is desirable.		
VI Tests :					
		(a)	Screening test :60 marks (minimum passing marks = 30) Duration: one hour Screening/written test paper will be of objective type multiple choice questions on the following subjects :		
	Sr. No.	Subject	Syllabus	No. of Questions	No. of marks allotted
	1	Konkani	Grammar, construction of sentence and usage of words.	10	10
	2	English	Spelling, Grammar, construction of sentence and usage of words.	10	10
	3	General Knowledge	Questions on daily events and experience, work of eminent persons in various field and on history and geography of India, especially related to Goa.	10	10
	4	General Intelligence	Question to test quantitative aptitude etc.	10	10
	5	Arithmetic	Addition, subtraction, multiplication, division, average percentage and decimal fraction etc.	10	10
	6	Computer	Computer related general questions.	10	10
		(b)	Typing test : 40 marks (minimum passing marks 20). Duration : 10 minutes Typing passage containing simple language of 300 words. The typing test will be taken on Computer only. No grievance about condition of computer provided by the Office will be entertained after commencement of the Test.		
		(c)	Qualification : 20 marks		
		(d)	Verification of Documents		
		i)	If the candidate fails in Screening/Written test, the candidate will not be considered for the typing test and		
		ii)	If the candidate fails in typing test the candidate will not be considered for the post of Lower Division Clerk .		
VII Instructions :					
		1	The candidates will have to appear for the Verification of documents, Screening/Written test and Typing Test as and when called for, at their own expense, on the date, time and place as may be informed by the office of the Principal District		

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			and Sessions Judge, North Goa, Mercas, Tiswadi-Goa on the official website. If a candidate misses the date to answer the test on a particular date, his candidature will be rejected and no additional opportunity will be granted.
		2	The time table and venue for Verification of documents, Screening/Written Test and Typing Test of the candidates who make themselves eligible will be displayed on the Official website and Notice Board of the District and Sessions Court, North Goa, Mercas, Tiswadi-Goa.
		3	Verification of documents & testimonials with the Originals shall be done at the time of Screening test/Typing Test.
		4	The Schedule of recruitment process is subject to change on account of any unforeseen events beyond the control of the Court of the Principal District and Sessions Judge, North Goa, Mercas, Tiswadi-Goa. Such change would be published on the Official website of the District and Sessions Court, North Goa, Mercas, Tiswadi-Goa from time to time.
		5	Candidates shall have no right to claim participation in the process, if the number of posts are varied or the selection process is cancelled for any reason whatsoever beyond the control of this Office.
		6	The District and Sessions Court, North Goa, Mercas, Tiswadi-Goa 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.
		7	The candidate shall declare in the Declaration Form appended to the Form of Application as to whether there is any criminal prosecution pending against the candidate or whether the candidate has been held guilty or convicted by a Criminal Court or is facing disciplinary/criminal inquiry.
		8	Candidates are required to visit the Official Website https://dcngoia.dcourts.gov.in/ of the Court of the Principal District and Sessions Judge, North Goa, Mercas, Tiswadi-Goa from time to time for important instructions /Notices/ Circulars/Results pertaining to this recruitment process.
VIII Short Listing			
		1	The Principal District and Sessions Judge, North Goa, Mercas, Tiswadi-Goa reserves the right of shortlisting the candidates on the basis of higher educational qualification, academic excellence and cut off marks/typing speed, if any.
		2	The eligibility of the candidates shall be finally decided after scrutiny of the applications.
		3	The list of eligible candidates shall be notified on the website of the District and Sessions Court, North Goa, Mercas, Tiswadi-Goa.

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IX	Select/Wait List :	
	(a)	On the basis of performance of the candidates in the tests, a Select List and Wait List of candidates shall be prepared, for the above said posts, in the order of merit and the same will be notified on the Official website of the Court of the Principal District and Sessions Judge, North Goa, Mercês, Tiswadi-Goa, after the selection process is over in every respect.
		Note:- The candidates will be accessed by taking Screening/written Test & typing test. If the candidate passes the Screening/written test & typing test and if the documents are found to be incorrect, the candidature of the candidate is liable to be rejected. In case 2 or more candidates secure equal marks in typing test his/her merit shall be determined as per age factor in descending order.
	(b)	The Select List and Wait List so prepared and approved shall ordinarily be valid for a period of two years from the date of its notification.
	(c)	The appointment to the above said post shall initially be on the probation for a period of two years. During the period of probation and until certificate about satisfactory completion of probation period is issued, the service of the appointee shall be liable to be terminated at any time without any notice and without assigning any reason. The last six posts will be filled in on ad-hoc basis as the said posts are in lien to the Fast Track Courts sanctions to this Department.
	(d)	The name of the candidate shall be removed from the Select/Wait List without any notice, if it is revealed that any information furnished by such candidate in the Application Form is incorrect/false/wrong/misleading or by concealing material facts.
	(e)	If a candidate on the Select/Wait List fails to join duty within the period stipulated in the letter of appointment, the name of the candidate will be deleted from the Select/Wait List, unless the Principal District & Sessions Judge, North Goa, Mercês, Tiswadi-Goa is satisfied that failure was due to unavoidable reasons and beyond the control of the candidate.
X	Manner of submitting the Form :	
	1	The candidates should send the application only in the prescribed format which may be downloaded from the Official Website and duly filled in by the applicant by blue ink only and in own handwriting with latest two passport size coloured photographs, of which one photograph should be affixed on the application. It should be duly signed across in such a manner that part of the signature should come on the photograph and the remaining portion on the application form.

4

		2	Applications should be addressed to the " Principal District & Sessions Judge, North Goa, Mercas, Tiswadi-Goa " and be sent only by R.P.A.D. Or Speed Post in an envelope, duly superscribed with the words " Application for the post of Lower Division Clerk " so as to reach this office by 5.30 p.m. on or before 07.04.2025. Applications received thereafter or sent by any other mode such as Ordinary Post or by Hand Delivery will not be accepted
		3	Those working in the Government Offices shall apply through proper channel by R.P.A.D./Speed Post only i.e. the application should be routed through Head of Department by obtaining No Objection Certificate.
XI Documents required to be submitted alongwith the Form of Application:			
		a)	Self attested photocopies of the following documents MUST be attached with the application. The originals thereof, for verification, should be produced at the time of Screening Test/Typing Test or at such time as may be stipulated by notice on the website :
		b)	Birth Certificate/ School Leaving Certificate or such other valid Birth Date Certificate/s.
		c)	The mark sheets and passing certificates of Matriculation [SSCE], Higher Secondary School [HSSCE], Graduation, Post Graduation, Law Graduation, if any.
		d)	Typing Certificate for the speed of 30 w.p.m. in English Typing.
		e)	Certificate of computer knowledge issued by Government/Private Institution/Colleges/University
		f)	Experience Certificate (if any).
		g)	Caste Certificate/Social Status Certificate in case of SC/ST/OBC candidates, CFF/EWS/Ex-serviceman certificate and disability certificate in case of PwD category candidates from such authority as prescribed by the Government from time to time.
		h)	Certificate/proof as to working knowledge of Konkani as under :
		(i)	In the case of Government servants, certificate by any Gazetted Class-I Officer of their Office having knowledge of Konkani.
		AND	
		(ii)	In case of others, certificate by the C.A.O./ Superintendent/Head Clerk/Nazir of the Court within whose jurisdiction the applicant resides.

1

		OR	
		iii)	As proof of knowledge of Konkani, submit mark sheet showing Konkani as a subject studied at School/ College level.
		i)	Valid Certificate of fifteen (15) years residence in Goa issued ONLY by the Mamlatdar of the concerned Taluka. (In case suitable person from ex-serviceman category is not available with 15 years residence, the condition may be relaxed for ex-serviceman of Goan origin)
		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 candidate registered with the Employment Exchange, copy of the Employment Exchange Registration Certificate.
		l)	Two additional latest coloured passport size photographs. (As mentioned above at Sr. No. X (one) to be affixed on the application form).
		m)	In case of change in name, document regarding change of name, such as copy of divergence/marriage certificate issued by the Competent Authority.
		n)	Copy of Aadhar Card or Pan Card or Voter's id or Passport.
XII	Other important information for the candidate :		
		1	No candidate shall be eligible for appointment :
		(i)	If he/ she is not a citizen of India; or
		(ii)	If he/ she is not competent to enter into a contract; or
		(iii)	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; or
		(iv)	If he/ she has been convicted by any Criminal Court or there is a criminal prosecution pending against him/ her; or
		(v)	If he is a man who has more than one wife living and if a woman who has married a man who is already having another wife; or
		2	After appointment. The candidate will not be eligible to apply for transfer to any place, before completion of two years service from the date of his/her appointment, in any circumstances.
		3	If any particulars/ information furnished are found to be false to the knowledge of the candidate,

1

			they shall be disqualified. Willful suppression of any material facts shall be viewed seriously.
		4	Incomplete applications or applications not in the prescribed format or short of required documents or received after the last date shall be rejected.
		5	Where the Principal District & Sessions Judge, North Goa, Mercas, Tiswadi-Goa, is of the opinion that, it is necessary or expedient so to do it may, by order, relax any of the provisions of educational qualification or requirement of the advertisement, subject to the approval of the Hon'ble High Court of Bombay at Goa.
		6	The decision of the Selection Committee (of any issue, as would be raised at any stage during the entire selection process by any candidate), shall be final and binding upon the candidate.
		7	In case if any candidate tries to influence/pressurize the Selection Committee 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 Principal District & Sessions Judge, North Goa, Mercas, Tiswadi-Goa shall be final.
		8	The decision of the Selection Committee shall be final
		9	Canvassing in any form shall disqualify the candidate. No interim inquiry shall be entertained. No separate call letter/intimation will be sent to the candidates.

Place: Mercas, Tiswadi-Goa

Date:- 15.03.2025.



Irshad Agha
15/03/2025

(Irshad Agha)

**Principal District & Sessions Judge,
North Goa, Mercas, Tiswadi-Goa.**

Kishore Kawlekar
15/03/2025

(Kishore Kawlekar)

By order of the Principal District & Sessions Judge,
North Goa, Mercas, Tiswadi-Goa.

APPLICATION FORMAT

Passport size self-
attested
Photograph

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

Application for the post of : _____

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) :
11. Category (EWS/Ex-Serviceman/CFF/PwD/None):
12. Whether Government Servant:-
13. Employment Registration No. & Validity:
14. Languages Known:
15. 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 with date.

DECLARATION

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 canceled. 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.

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