

IN THE HIGH COURT OF BOMBAY AT GOA, PANAJI.

Advertisement

Applications in the prescribed form are invited from eligible candidates for **3** posts of **Court Manager** in Goa Judiciary as under and on the emoluments below mentioned on contract basis for a period upto 31st March, 2015. The tenure of posts may be extended depending upon the extension of the scheme under the 13th Finance Commission.

1) No. of Posts available :- Court Manager -03 Post

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| 1) High Court of Bombay at Goa | -01 Post |
| 2) District and Sessions Court, North Goa, Panaji | -01 Post |
| 3) District and Sessions Court, South Goa, Margao | -01 Post |

2) Emoluments :-

Fixed Salary of Rs. 52,900/- per month with an option for increase @ 6% p.a. provided, the performance of the Court Manager is satisfactory.

3) Eligibility Criteria

A) Qualification : The candidate in order to be eligible for appointment to the post of Court Manager :

- (a)** must hold a Degree of Master in Business Administration (MBA) or Advanced Diploma in General Management;
- (b)** must have five 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)** possess excellent computer application skills; and
- (e)** Knowledge of Konkani.

B) Desirable Qualification :- Degree in Law.

C) Age :- A person who is not less than 25 years of age and not more than 40 years of age, as on the date of publication of this advertisement shall be eligible for appointment as Court Manager :

Provided that, the upper age limit in the case of candidates belonging to Scheduled Castes/Scheduled Tribes and communities recognized as backward by the Government, shall be forty-five, **for the purpose of recruitment.**

4. Disqualification for appointment : No person shall be eligible for appointment as Court Manager :-

- (a) if he is not a citizen of India; or
- (b) if he has been convicted of an offence involving moral turpitude; or
- (c) if he is or has been permanently debarred or disqualified by the High Court or the Union Public Service Commission or any State Public Service Commission from appearing for examinations or selections conducted by it; or
- (d) if he directly or indirectly influences the 'Selection Committee' by any means for his candidature; or
- (e) if he is a man, has more than one wife living and if a woman, has married a man already having another wife; or
- (f) if he has more than two children.

Explanation: For the purposes of this clause, where a couple has only one child, any number of children born out of a single subsequent delivery shall be deemed to be one child.

A candidate shall submit, along with the application form, declaration appended to the advertisement.

5. Training : (a) The candidates on appointment as a Court Manager shall undergo such training as may be prescribed by the High Court from time to time.

(b) The training programme shall be 3 tiered, namely, (1) Basic (2) Advanced, (3) Refresher Course.

6. Condition relating to Suitability, fitness and Character : No person selected by the Selection Committee shall be appointed unless :

(i) the Appointing Authority is satisfied that he/she is of good moral character and is in all respects suitable for appointment to the service.

(ii) He/she is certified by the Medical Authority specified by the High Court that he is medically fit to discharge the duties of the post for which he is selected.

7. Termination : **(1)** The appointing Authority may terminate the contract with the Court Manager at any time and without assigning any reason, with one month's notice or one month's pay in lieu thereof and upon such termination the Court Manager shall immediately cease to hold such office.

(2) The Court Manager may also seek termination of contract with one month's notice or by depositing one month's pay in lieu thereof.

8. Transfer : **(1)** The post of Court Manager shall be transferable throughout the State of Goa.

(2) The appointing authority shall have the prerogative to transfer a Court Manager at any time.

9. The candidate must submit with his/her application, attested copies (not the originals) of Certificate showing :

i) his/her age as on the date of publication of advertisement. e.g. Secondary School Certificate, School Leaving Certificate etc.

ii) the marksheet and passing/degree certificate of S.S.C., H.S.C., Graduation and Post-Graduation.

iii) the marksheet and degree certificate of M.B.A. or Advanced Diploma in General Management.

- iv)** Certificates of passing Government recognized computer knowledge/DOEACC examination from recognized institution.
- v)** the marksheet and degree certificate of LL.B. examination, if passed.
- vi)** work experience certificate.
- vii)** that he/she is of good moral character, from two respectable persons (original).
- viii)** Certificate as to knowledge of Konkani issued by the Principal District Judge/Civil Judge Senior Division/Chief Judicial Magistrate at North /South Goa District.
- ix)** a candidate belonging to backward class must also produce the certificate to the effect that he/she belongs to a community recognized as backward for the purpose of recruitment to the service under the Government of Goa.

The candidate shall produce original certificates for verification at the time of Oral Interview/Viva-voce.

10. For the purpose of shortlisting the candidates, **the High Court will hold preliminary written examination/screening test** and call upon the candidates obtaining the cut off marks in the written examination/screening test, as may be fixed by the High Court, to appear for Pre-Personal Interview Assessment if required by the Selection Committee and for viva-voce, maintaining the ratio, as may be fixed by the High Court, as to the available vacancies. Provided that the candidate who obtains not less than 40% marks in viva-voce shall be eligible for selection.

11. The medium of the examination shall be English.

12. The candidates will have to appear for the examination/test at their own cost and shall not be entitled to claim travelling allowance or any expenses from the High Court.

13. The Candidates called for interview will have to appear before the Selection Committee in the office of the High Court of Bombay at Goa, Panaji. No Travelling allowance or any expenses shall be payable to such candidates.

14. The decision of the High Court as to the eligibility or otherwise of a candidate for admission to the written examination/test and viva-voce shall be final.

15. The candidates shall submit their applications by **Speed Post/Registered A/D only** in the prescribed format with copies of testimonials referred to above and two passport size colour photographs, one duly affixed on application and signed across and one in separate envelope without pinning it to any paper, so as to reach **the Office of the Registrar (Adm.), High Court of Bombay at Goa, Lyceum Complex, Altinho, Panaji-Goa, 403 001, on or before 1st September, 2014.** The application should be accompanied by fees in the sum of Rs.500/- for backward class candidates and Rs.1000/- for other category candidates, in the form of demand draft in favour of the **Registrar, High Court of Bombay at Goa, Panaji**, payable at par at Panaji-Goa. Fees shall not be refunded in any case. The envelope should be inscribed as **"APPLICATION FOR THE POST OF COURT MANAGER"**. The candidates are required to download the format of the application from the official website of the High Court of Bombay at Goa, i.e. <http://www.hcbombayatgoa.nic.in>. Applications received after prescribed date will not be accepted on any ground.

16. The applications containing incomplete/incorrect information shall be liable to be rejected. Should any of the particulars furnished be found to be false to the knowledge of the candidate, he/she will not be allowed to participate in the selection process, and if appointed, will be liable to be dismissed. The willful suppression of any material fact will be similarly

treated.

17. The eligibility of the candidate, who is likely to be called for viva-voce, in view of the marks obtained by him or her in the examination/test, shall be finally decided after scrutiny of the original documents produced by him or her, on being called upon to do so. A candidate will be called to appear for viva-voce, only when he is found eligible, on scrutiny of the original documents.

18. The selection will be made strictly on merit on the basis of the marks secured by the candidates in the preliminary written examination and viva-voce.

19. Success in the examinations and resultant selection shall confer no right of appointment upon the candidate and unless the High Court is satisfied, after such inquiry as may be considered necessary, that the candidate is suitable in all respects for appointment, he or she will not be appointed to the post.

20. The High Court reserves the right to adopt appropriate method of shortlisting the candidates at any stage.

21. For further details like duties and responsibilities of Court Manager and conditions of service etc., the candidates may visit the High Court website to see the relevant rules.

Date :-05.08.2014

sd/-
(S. C. Chandak)
Registrar (Adm.),
High Court of Bombay at Goa,
Panaji.