

**For office use Only**Personal Assistant  
Entry No.-...../2019

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 (Admin.),  
High Court of Bombay at Goa,  
Lyceum Complex, Altinho  
Panaji – Goa - 403 001.

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

1.	Name of the Applicant (in Block letters)	:	
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)	:	
4.	Gender (Male/Female)	:	
5.	Visible identification marks	:	
6.	Marital Status (Married/Unmarried/Divorced)	:	
7.	In case of change in name/ surname, documents attached in support thereof	:	
8.	Full Address for correspondence (In block letters)	:	
9.	Permanent Address	:	
10.	Whether the candidate belongs to Scheduled Caste/Scheduled Tribes/Denotified Tribes/Nomadic	:	

	Tribes/Other Backward Classes			
11.	Mobile No.	:		
12.	Email ID	:		
13.	Valid Employment Exchange Reg. No., if any	:	No.	Valid upto :
14.	a	Mother tongue	:	
	b	Other languages which the candidate can speak and/or read and/or write.	:	
	c	Knowledge of Konkani language	:	
15.	a	Whether the applicant has any relatives in the Judiciary.	:	
	b	Give the details of relative with name, designation & relationship.	:	
16.	<b><u>Educational Qualifications :</u></b>			
Sr. No.	SSC, HSSC, Graduate, Post Graduate & Law Graduate	Month & Year of Passing	Name of the School/Board/University	% or Grade achieved
<b>(Note : May attach additional sheets, if required)</b>				

17.	<b>Professional Qualification :</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)				
18.	<b>Details of Computer Course/s completed :</b>				
	Name of Computer Course (Degree/Diploma/Certificate Course)	Duration in months/ years	Name of Authority/Institute issuing Certificate	% or Grade achieved	
19.	Other Technical qualifications if any	:			
20.	<b>Work experience in the field (if any):</b>				
Sr. No.	Name & address of the Employer	Post held	Date		Total Period
			From	Up to	
<b>(Note : May attach additional sheet/s, if required)</b>					

21.	<b>Details of two respectable persons who know the candidate and who have issued the Character certificate</b>		
Sr. No.	Name	Address	Mobile Number
22.	'e-challan' receipt Number with Date	:	
23.	List of enclosures/documents	:	

**FORM-A**

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

1) I the applicant Shri/Smt./Kum.....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 of today. Out of which number of child/children born after 28<sup>th</sup> March, 2005 is \_\_\_\_\_ (mention dates of birth, if any).

I am aware that, if the total number of living children are more than two, due to the children born after 28<sup>th</sup> March, 2005, 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