

				more than 45 years of age on the date of publication of this advertisement. The maximum age limit shall not be applicable to the High Court/Government Employees. Further, the age limit shall be relaxed by five years [i.e up to 50 years of age] in case of candidates belonging to Scheduled Castes / Scheduled Tribes and by three years [i.e. up to 48 years of age] for Other Backward Classes.	
<b>INFORMATION TO THE CANDIDATES</b>					

**For Shorthand Writer (Higher Grade)**

**Tests :**

Candidates shall be selected on the basis of examination in Shorthand, Typing and *Viva Voce*. The shorthand and typing tests will be of 40 marks each and *viva voce* will be of 20 marks. Minimum passing marks for Shorthand Test and Typing Test will be 24 and 20 respectively. The Typing Test will be on computer. No grievance about condition of computer provided by the Office will be entertained after commencement of the Test. If the candidate fails in shorthand test, the candidate will not be eligible to appear for typing test and if the candidate fails in typing test, the candidate will not be eligible for *viva voce*.

The examination shall consist of the following three parts :

**PART-I**

Dictation of two passages in English containing total 500 words for transcription to ascertain the speed in shorthand. **(time for dictation of passage: 5 minutes and time for transcription of passage: 30 minutes)**

**PART – II**

A passage in English containing 400 words for typing to ascertain the speed in Typing. **(Duration:10 minutes)**

**PART – III**

*Viva voce*.

## For Junior Translator & Interpreter

### Tests :

The eligible candidates will be required to undergo screening/written test of 100 marks relating to General Grammar (30 marks), Essay (20 marks), Letter Writing (10 marks), Translation from English to any of the two languages given in Clause (iii) Rule 28 (40 marks) viz Hindi, Marathi, Gujarathi and Konkani [minimum passing marks 50] and *viva voce* of 20 marks.

Candidates passing the Screening Test alone will be eligible for appearing in *viva voce*.

## For Clerk

### Tests :

**(a) Screening test : 90 marks** (minimum passing marks 45) **Duration : one hour**

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, Grammer, construction of sentence and usage of words	20	20
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 Maharashtra	10	10
4	General Intelligence	Question to test quantitative aptitude etc.	20	20
5	Arithmetic	Addition, subtraction, multiplication, division, average percentage and decimal fraction etc.	20	20
6	Computer	Computer related general questions	10	10

**(b) Typing test : 20 marks** (minimum passing marks 10). **Duration : 10 minutes**

Typing passage containing simple language of 400 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) Viva vo : 40 marks**

- i) If the candidate fails in Screening 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 Clerk.

**For Cook**

The eligible candidates will be required to undergo cooking test [practical] of 30 marks (minimum passing marks 15), Physical fitness and *viva voce* test will be of 10 marks each.

**Note: If the candidate fails in cooking test the candidate will not be considered for remaining tests.**

**GENERAL INSTRUCTIONS TO THE CANDIDATES :**

1. The candidates will have to appear for the tests and *viva voce* as and when called for, at their own expense, on the date, time and place as may be informed by the Office of the High Court of Bombay at Goa, Panaji on the official website or as may be intimated *vide* e-mail or sms.
2. The time table and venue for the tests and *viva voce* of the candidates who make themselves eligible would be displayed on the Official website and Notice Board of the High Court of Bombay at Goa.
3. Details/instructions regarding Hall Ticket shall be uploaded on the Official website of the High Court of Bombay at Goa.
4. The eligibility of the candidates shall be finally decided after scrutiny of the applications.
5. Verification of documents & testimonials with the Originals shall be done at the time of *viva voce*/Interview. Only eligible candidates will be allowed to appear for *viva voce*/Interview