

GOA STATE LEGAL SERVICES AUTHORITY, PANAJI
Advertisement No.GSLSA/GOA/RECRUIT/2020/01

Applications are invited from prospective candidates for filling up various posts on the establishment of the Goa State Legal Services Authority, Altinho, Panaji Goa, as under :

Sr No	Name of the post	Pay Scale	Number of vacancies	Essential qualifications	Desirable qualifications
1	Junior Stenographer	Level-4 of the 7 th Pay Matrix (₹25,500/- - ₹.81,100/-)	Gen-1 (SL- 1 WL- 1)	1 Higher Secondary School Certificate/ Std.XIith or equivalent qualification from the recognised institution. 2 Speed of 100 words per minute in Shorthand in English 3 English typing at 35 words per minute i.e. Corresponding to 10500 Key Depression per hour on an average of 5 KD for each word, on Computer. 4 knowledge of Konkani	Knowledge of Marathi
2	Lower Division Clerks	Level 2 of the 7 th Pay Matrix (₹.19,900/- - ₹.63,200/-)	PH - 01 GEN - 01 Ex-Serviceman - 01 (SL-3 WL-3)	1 Essential: Higher Secondary School Certificate/ Std.XIith or equivalent qualification from the recognised institution. 2 English typing at 30 words per minute i.e. Corresponding to 9000 Key Depression per hour on an average of 5 KD for each word, on Computer. 3 knowledge of Konkani 4 Preliminary training in Word Processing and Data Entry	Knowledge of Marathi
3	Peon/Multi Tasking Staff	Level 1 of the 7 th Pay Matrix (₹.18,000/- - ₹.56,900/-)	O.B.C. - 01 GEN - 01 (SL-2 WL-2)	1 Essential: Passed Secondary School Certificate Examination from a recognised Board/ Institution 2 Knowledge of Konkani 3 Multi-tasking skills such as knowledge of operating office machines including computers	Knowledge of Marathi

NOTE: If candidate from Physically Handicapped and Ex-serviceman category failed to achieve the prescribed bench mark in accordance to the existing Recruitment Rules, the post of Lower Division Clerks advertised will be filled from General Category.

AGE: 1. The Candidate must not be less than 21 years and more than 45 years of age on the date of publication of this advertisement, relaxable for O.B.C. Category (03 years), physically Disabled (10 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.

2. The copies of the Certificates in respect of the caste, 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, Certificate of character from two respectable persons with whom the candidate is not related in any manner shall be submitted to the Member Secretary, Goa State Legal Services Authority, New High Court Building No.3, Lyceum Complex, Altinho, Panaji Goa, so as to reach on or before **18th July, 2020** 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.

3. The applications/documents received after the prescribed date, not in prescribed format/incomplete and/or without the relevant documents, as mentioned above at the time of verification of the documents, shall be rejected summarily.

4. Certificate/proof as to working knowledge of Konkani as under :

- 1) In the case of Government servants, certificate by any Gazetted Class-I Officer of their Office having knowledge of Konkani.
- 2) In case of others certificate by the Superintendents/C.A.O. of the Court within whose jurisdiction the applicant resides

Note : Instructions for candidates applying under differently able/ physically challenged category : (a) The differently able/ physically challenged candidates must hold qualification as per the provisions of the Recruitment Rules in respect of the concerned Posts.

(b) Minimum percentage of the disability should be 40%.

(c) for the appointment to the post in Group 'C' and 'D', it shall be necessary to declare such candidate (differently able/physically challenged) by the Medical Board consisting of Experts in the concerned subject from the view point of physical ability taking into account the duties and responsibilities of the said post. The concerned candidate/s will be considered for appointment only after their ability is established.

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 application format alongwith the instructions may be downloaded from the Official Website given herein below. The applications accepted/rejected and the date of interview will be displayed on the notice board and on the Official Website www.slsagoa.nic.in of the Goa State Legal Services Authority **tentatively in the month of August, 2020.** No separate call letters/intimation will be sent to the candidate/s.

Panaji
Dated: 02nd June, 2020

By Order,
Sd/-
(Sayonara Telles Laad)
Member Secretary,
Goa State Legal Services Authority
Panaji-Goa.