



## **GOA STATE LEGAL SERVICES AUTHORITY**

**HIGH COURT OF BOMBAY AT GOA, PENHA-DE-FRANCA,  
PORVORIM-GOA**

**Tele. No.:(0832) 2492614(Chamber), 2492664(Off.)**

**Website : <http://www.slsa.goa.nic.in> Email Id: [ms-glsa.goa@nic.in](mailto:ms-glsa.goa@nic.in)**

**Advertisement No. GSLSA/GOA/RECRUIT/2023/04**

Applications are invited from prospective candidates for filling up one post of Lower Division clerk on the establishment of the Goa State Legal Services Authority, Penha-de-Franca, Porvorim Goa, on regular basis as detailed below:

<b>Sr No</b>	<b>Name of the post</b>	<b>Pay Scale</b>	<b>Number of vacancies and category wise reservation</b>	<b>Essential qualifications</b>	<b>Desirable qualifications</b>	
1.	Lower Division Clerk	Level 2 of the 7 <sup>th</sup> Pay Matrix .  SL-1  WL-1	Ex- Serviceman	1	Essential: Higher Secondary School Certificate/ Std. XIIth or All India council for technical education approved Diploma awarded by recognized State Board of Technical Education or equivalent qualification from the recognized institution.  2 Knowledge of computer applications/ operation with typing speed of 30 words per minute in English.  3 knowledge of Konkani	Knowledge of Marathi
				01		
			<b>Total</b>	<b>01</b>		

All candidates who are eligible to apply for above posts as with the above qualifications can apply.

**Note:** The application format alongwith the instructions may be downloaded from the Official Website given herein below. [www.slsagoa.nic.in](http://www.slsagoa.nic.in) of the Goa State Legal Services Authority.

**1.** The Application form shall be submitted to the Member Secretary, Goa State Legal Services Authority, New High Court Building Porvorim-Goa, so as to reach on or before **9<sup>th</sup> June, 2023** during office hours by **hand delivery**. The application shall bear a passport size photograph affixed in the box prescribed in the format and shall also be self attested.

(Note: The office of this authority will be open from 10.30 a.m to 04.30 p.m. during the working days in the month of May till 2<sup>nd</sup> of June, 2023 and thereafter from 10.00 a.m. to 5.30 p.m. till 9<sup>th</sup> June, 2023. Candidates applying for the post are requested to take the note of the same)

**2** The applications/documents received after the prescribed date, not in prescribed format/incomplete shall be rejected summarily.

Porvorim, Goa

Dated: 20.05.2023

By order

Member Secretary,

Goa State Legal Services Authority, Porvorim

THE DETAILED GUIDELINES REGARDING PROCEDURE FOR APPLYING, SELECTION PROCEDURE/CRITERIA ETC.

**FOR THE POST OF LOWER DIVISION CLERK (L.D.C.) IN GOA STATE LEGAL SERVICES AUTHORITY.**

**1. PROCEDURE FOR APPLYING**

- a) The candidates may apply for the post of Lower Division Clerk (L.D.C.). in prescribed application by hand delivery.
- b) Applications received in any other mode will not be entertained.
- c) Candidates shall provide valid and truthful information sought in the application.
- d) Interested applicants already employed in Government/Government Aided/Autonomous Bodies shall apply through proper channel.

**2. RECRUITMENT RULES**

Essential:-

- Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized Institution.
- Knowledge of Computer applications/operations with typing speed of 30 words per minute in English.
- Knowledge of Konkani

Desirable:-

- Knowledge of Marathi.

**3. GUIDELINES ON WRITTEN EXAMINATION FOR THE POST OF LDC**

- a) A written examination will be conducted for all the candidates whose applications are received within due date and time.
- b) Subsequently, a Typing Test (Skill Test) will be conducted after written examination and successful candidates will be called for typing test as per their rank in merit list in proportion of twice the vacancies advertised. (As stipulated in the O.M. No. 1/14/2014-PER(Part)/2564 dated 12/10/2021.
- c) The result of written examination and skill test will be uploaded on the web portal of the Goa State Legal Services Authority.

**d) Syllabus/Allocation of marks for the written examination (LDC):-**

- i. Knowledge of Computer - 20 marks
- ii. General Knowledge - 20 marks
- iii. Reasoning ability/Mathematics - 20 marks
- iv. General English - 20 marks
- v. Knowledge of Konkani – 20 Marks

**Age Limit (LDC): -**

The Candidates must not be less than 21 years and not exceeding 45 Years age, relaxation is as under: - (a) Government Servants by 05 years in accordance with instruction and order issued by Government. (b) S.T./S.C./Children of Freedom Fighters/Sports Person by 05 years (c) O.B.C. by 03 years (d) Persons with Disabilities by 10 years. (e) Ex-Servicemen to the extent of Service rendered.

**The date time and venue of the written examination will be displayed on the notice board and on the Official Website [www.slsaqa.nic.in](http://www.slsaqa.nic.in) of the Goa State Legal Services Authority. No separate call letters/intimation will be sent to the candidate/s. The candidate shall carry a valid Photo ID proof while appearing for the examination.**

**4. SCRUTINY OF DOCUMENTS**

a) Scrutiny of documents will be taken up of the candidates in the order of merit after the declaration of skill test result. Such candidates will be called by the Goa State Legal Services Authority along with their original certificates/documents as mentioned below and alongwith one set of self attested photocopies in the Goa State Legal Services Authority, Porvorim for the purpose of scrutiny/verification.

1. Birth Certificate
2. Educational Qualification certificates alongwith mark sheets.
3. Diploma/Certificate in computer with duration of course
4. Valid certificate regarding 15 years Residence in the State of Goa issued by the competent authority (Mamlatdar) as per declaration on the application.

5. Valid caste certificate issued by the Dy. Collector & S.D.M., Govt. of Goa in the case of S.C./S.T./O.B.C. category candidates.
6. Disability Certificate issued by the Medical Board in the case of PwD category candidates.
7. Valid Employment Exchange registration card.
8. Certificate issued by the competent authorities having participated in Sports/Extra-curricular activities at State/National Level.

b) In the case of a candidate who desires to apply for the post by name other than the name on birth certificate such candidate should produce documentary evidence from the competent authority of change of name.

5. In the event of two or more candidate's secure equal marks out of 100 marks, as specified above, the selection merit shall be determined as per the age factor in the descending order.
6. No separate call letters/intimation will be sent to the candidate/s.
7. Only the eligible candidate fulfilling the criteria as per Recruitment Rules/advertisement shall apply and the candidates need not furnish any document at the time of applying for the post. However, a candidate shall not be considered, if he/she is found ineligible at the time of verification of the essential documents, even though he/she has passed the examination and skill test.
8. In the event candidate submits false declaration/false invalid certificates, and the same is detected during verification or thereafter (which may be also done post appointment in respect of selected candidate) such candidate shall liable to be disqualified and his/her appointment shall be terminated at any time and shall also be subject to prosecution in accordance to law/rules in force.
9. This Authority reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.

**1.** The Application form shall be submitted to the Member Secretary, Goa State Legal Services Authority, New High Court Building Porvorim-Goa, so as to reach on or before **09<sup>th</sup> June, 2023** during office hours by **hand delivery**. The application shall bear a passport size photograph affixed in the box prescribed in the format and shall also be self attested. (Note: The office of this authority will be open from 10.30 a.m. to 4.30 p.m. during the working days in the month of May till 02<sup>nd</sup> of June and thereafter from 10.00 a.m. to 5.30 p.m. till 9<sup>th</sup> of June, 2023; Candidates applying for the post are requested to take the note of the same)

**2.** The applications/documents received after the prescribed date, not in prescribed format/incomplete shall be rejected summarily.

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 date time and venue of the written examination will be displayed on the notice board and on the Official Website [www.slsagoa.nic.in](http://www.slsagoa.nic.in) of the Goa State Legal Services Authority.

Porvorim-Goa  
Dated: 20.05.2023

By Order,

Sd/-

Member Secretary,  
Goa State Legal Services Authority  
**Porvorim-Goa**

