Goa Staff Selection Commission

6th Floor, 3rd Lift, SPACES Building, Patto Plaza, Panaji-Goa – 403001
Website: gssc.goa.gov.in

No.1/164/2026-GSSC/883 Dated: 11/09/2026

ADVERTISEMENT NO. 3 OF YEAR 2026

Online applications are invited from eligible candidates via **https://gssc.goa.gov.in** for filling up of Group 'C' posts as mentioned below. The last date for submitting the applications for the post is **02/10/2026.**

The candidates should carefully read the **"Instructions"** available on the Commission's website before filling the application **online**.

1. Name of post: Desktop Publishing Operator
Name of Department: Department of Printing and Stationery
Number of posts: 3 posts (UR-3)

Educational and other qualifications	***Essential:***	1) Higher Secondary School Certificate in any stream from a recognized Board. 2) Training by National Council for Vocational Training in Desktop Publishing Operator or Certificate of successful completion of Apprenticeship under the Apprentices Act, 1961 (Central Act 52 of 1961) in the trade of Desktop Publishing Operator. 3) 3 years experience in the field of printing and publishing. 4) Practical knowledge of Layout Programme, Word Processing Programme and Corel Draw. 5) Typing speed of 40 words per minute. 6) Working knowledge of Devnagri Software. 7) Knowledge of Konkani.
	Desirable:	1) Experience of operation of control over essential commodities. 2) Knowledge of Marathi.
Level of Pay	Level - 5	
Age Limit	Not exceeding 45 years (Relaxable for Government servants and others up to five years in accordance with the instructions or orders issued by the Government from time to time).	

2. Name of post: Lower Division Clerk/ Recovery Clerk – 204 posts

Sr. No.	Name of Department	Number of posts	Category				
			UR	ST	SC	OBC	EWS
1.	Captain of Ports Department	**3**	1	0	0	2	0
2.	Collectorate North Goa	**8**	4	1	0	1	2
3.	Collectorate South Goa	**16**	9	2	0	3	2
		Out of 16 posts, 2 posts are reserved for Ex-Servicemen and 7 posts are reserved for Persons with Benchmark Disabilities (PwD) (i.e. 2 amongst persons with blindness and low vision, 2 amongst persons with deaf and hard of hearing, 2 amongst persons with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy and 1 amongst persons with autism, intellectual disability, specified learning disability and mental illness; and multiple disabilities from amongst persons with blindness and low vision; deaf and hard of hearing; locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; including deaf-blindness).					
4.	Department for Empowerment of Persons with Disabilities	**4**	3	0	0	1	0
		Out of 4 posts, 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy).					
5.	Department Of Animal Husbandry and Veterinary Services	**9**	3	1	0	4	1
6.	Department of Legal Metrology	**1**	0	0	0	1	0
7.	Department of Public Grievance	**1**	0	0	0	1	0
		1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. autism, intellectual disability, specified learning disability and mental illness; and multiple disabilities from amongst persons with blindness and low vision; deaf and hard of hearing; locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; including deaf-blindness).					
8.	Department of Sainik Welfare	**2**	2	0	0	0	0
		2 posts are reserved for Ex-Servicemen.					
9.	Department of Tourism	**9**	4	1	0	3	1
		Out of 9 posts, 1 post is reserved for Ex-Servicemen and 1					

		post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. deaf and hard of hearing).					
10.	Directorate of Education	**17**	10	3	1	2	1
		Out of 17 posts, 1 post is reserved for Ex-Servicemen and 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e autism, intellectual disability, specified learning disability and mental illness; and multiple disabilities from amongst persons with blindness and low vision; deaf and hard of hearing; locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; including deaf-blindness).					
11.	Directorate of Accounts	**11**	6	1	0	3	1
		Out of 11 posts, 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e autism, intellectual disability, specified learning disability and mental illness; and multiple disabilities from amongst persons with blindness and low vision; deaf and hard of hearing; locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; including deaf-blindness).					
12.	Directorate of Agriculture	**8**	5	1	0	1	1
		Out of 8 posts, 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy).					
13.	Directorate of Art and Culture	**8**	4	2	0	1	1
		Out of 8 posts, 1 post is reserved for Ex-Servicemen, 1 post is reserved for Meritorious Sportsmen and 2 posts are reserved for Persons with Benchmark Disabilities (PwD) (i.e. amongst persons with deaf and hard of hearing).					
14.	Directorate of Fisheries	**1**	1	0	0	0	0
15.	Directorate of Higher Education	**2**	1	0	1	0	0
		Out of 2 posts, 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. blindness and low vision).					
16.	Directorate of Industries, Trade and Commerce	**1**	0	1	0	0	0
		1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. deaf and hard of hearing).					
17.	Directorate of Museums	**1**	1	0	0	0	0
18.	Directorate of Panchayats	**8**	4	1	0	2	1
		Out of 8 posts, 1 post is reserved for Ex-Servicemen.					
19.	Directorate of Prosecution	**2**	1	0	0	0	1
		Out of 2 posts, 1 post is reserved for Ex-Servicemen.					

20.	Directorate of Skill Development and Entrepreneurship	**2**	0	1	0	1	0
21.	Directorate of Social Welfare	**2**	2	0	0	0	0
22.	Directorate of Sports and Youth Affairs	**3**	1	1	0	1	0
23.	Directorate of Technical Education	**1**	1	0	0	0	0
24.	Directorate of Transport	**14**	6	3	0	4	1
		Out of 14 posts, 3 posts are reserved for Ex-Servicemen.					
25.	Directorate Official Language	**2**	1	0	0	1	0
26.	Electricity Department	**22**	15	1	0	5	1
		Out of 22 posts, 1 post is reserved for Ex-Servicemen and 3 posts are reserved for Persons with Benchmark Disabilities (PwD) (i.e. 1 amongst persons with blindness and low vision, 1 amongst persons with deaf and hard of hearing, 1 amongst persons with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy).					
27.	Inspector General of Prisons	**1**	1	0	0	0	0
		1 post is reserved for Ex-Servicemen					
28.	Inspectorate of Factories and Boilers	**2**	2	0	0	0	0
29.	Directorate of Mines & Geology	**5**	3	1	0	1	0
30.	Office of the Commissioner of Labour and Employment	**8**	4	2	1	0	1
31.	Office of the Commissioner of State Taxes	**10**	3	1	1	5	0
		Out of 10 posts, 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy).					
32.	Office of the Director General of Police	**14**	9	2	0	2	1
		Out of 14 posts, 3 posts are reserved for Ex-Servicemen.					
33.	Department of Co-operation (Office of the Registrar of Co-operative Societies)	**1**	0	0	0	1	0
34.	Office of the State Registrar cum Notary Services	**4**	3	0	0	1	0

35.	River Navigation Department	**1**	1	0	0	0	0
		1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. blindness and low vision).					
Total		**204**	**111**	**26**	**4**	**47**	**16**

Educational and other qualifications	***Essential:***	(1) Higher Secondary School Certificate from a recognized board 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. (2) Minimum six months Diploma/ Course Certificate in Computer from Information Technology Knowledge Centre/Computer Institute recognized by the Info Tech Corporation of Goa Limited or from an Institute recognized by the Government of India or minimum six months Diploma / Course Certificate in Computer approved by the Human Resource Development Foundation affiliated to the Directorate of Skill Development and Entrepreneurship. (3) Minimum typing speed of 30 words per minute in English. (4) Atleast one year working experience,- (a) as an apprentice under the Apprentices Act,1961 (Central Act No.52 of 1961); or (b) in a Government Department/ Organization/ Offices/ Institute; or (c) in a semi-Government Organization/ Office/ Institute; or (d) in a Factory/ Company/ Hospital; or (e) in a recognized Educational Institute; or (f) in a registered Cooperative Credit Society/ Multi State Co-operative Credit Society; or (g) in a registered Commercial Bank/ Co-operative Bank; or (h) (1) in a Advocate's office registered with the Bar Council under Section 3 of the Advocate's Act,1961 (Central Act 25 of 1961); or (2) in a Chartered Accountant's office registered with the Institute of Chartered Accountants of India; or (3) in an Architect's office registered with the Council of Architecture; or (4) in a Cost Accountant's office registered with the Institute of Cost Accountants of India; or (5) in a Company Secretary's office registered with the

		Institute of Company Secretaries of India; or (6) in the office of Engineer. (i) in any other private Establishment where not less than 05 persons are employed. Note:- 1. In case of clause (a) above, the period of one year shall be a minimum of 11 months i.e. 335 days. 2. In case of clause (h) above, following document is mandatory, namely:- Account Statement from Bank/ Banking Institute indicating monthly salary credited by concerned employer. 3. In case of clause (i) above, the following documents are mandatory, namely:- (1) certified copy of Registration Certificate of establishment issued by the Labour Inspector. (2) certified copy of the Statement in form I submitted by employer to the Labour Inspector.". (5) Knowledge of Konkani.
	Desirable:	Knowledge of Marathi.
Level of Pay	Level - 2	
Age Limit	Not exceeding 45 years (Relaxable for Government servants and others up to five years in accordance with the instructions or orders issued by the Government from time to time).	

3. Name of post: Data Entry Operator – 02 posts

Sr. No.	**Name of Department**	**Number of posts**	**Category**				
			UR	**ST**	**SC**	**OBC**	**EWS**
1.	Chief Electoral Officer	**1**	1	0	0	0	0
2.	Directorate of Mines & Geology	**1**	1	0	0	0	0
Total		**2**	**2**	**0**	**0**	**0**	**0**

Educational and other qualifications	***Essential:***	(1) Higher Secondary School Certificate from a recognized board 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. (2) Minimum six months Diploma/ Course Certificate in Computer from Information Technology Knowledge Centre/Computer Institute recognized by the Info Tech

		Corporation of Goa Limited or from an Institute recognized by the Government of India or minimum six months Diploma / Course Certificate in Computer approved by the Human Resource Development Foundation affiliated to the Directorate of Skill Development and Entrepreneurship. (3) Minimum typing speed of 30 words per minute in English. (4) Atleast one year working experience,- (a) as an apprentice under the Apprentices Act,1961 (Central Act No.52 of 1961); or (b) in a Government Department/ Organization/ Offices/ Institute; or (c) in a semi-Government Organization/ Office/ Institute; or (d) in a Factory/ Company/ Hospital; or (e) in a recognized Educational Institute; or (f) in a registered Cooperative Credit Society/ Multi State Co-operative Credit Society; or (g) in a registered Commercial Bank/ Co-operative Bank; or (h) (1) in a Advocate's office registered with the Bar Council under Section 3 of the Advocate's Act,1961 (Central Act 25 of 1961); or (2) in a Chartered Accountant's office registered with the Institute of Chartered Accountants of India; or (3) in an Architect's office registered with the Council of Architecture; or (4) in a Cost Accountant's office registered with the Institute of Cost Accountants of India; or (5) in a Company Secretary's office registered with the Institute of Company Secretaries of India; or (6) in the office of Engineer. (i) in any other private Establishment where not less than 05 persons are employed. Note:- **1.** In case of clause (a) above, the period of one year shall be a minimum of 11 months i.e. 335 days. **2.** In case of clause (h) above, following document is mandatory, namely:- Account Statement from Bank/ Banking Institute indicating monthly salary credited by concerned employer. **3.** In case of clause (i) above, the following documents are mandatory, namely:- (1) certified copy of Registration Certificate of

		establishment issued by the Labour Inspector. (2) certified copy of the Statement in form I submitted by employer to the Labour Inspector.". (5) Knowledge of Konkani.
	Desirable:	Knowledge of Marathi.
Level of Pay	Level - 2	
Age Limit	Not exceeding 45 years (Relaxable for Government servants and others up to five years in accordance with the instructions or orders issued by the Government from time to time).	

4. Name of post: Junior Assistant – 13 posts

Sr. No.	**Name of Department**	**Number of posts**	**Category**				
			UR	**ST**	**SC**	**OBC**	**EWS**
1.	General Administration Department	**9**	5	2	0	2	0
		Out of 9 posts, 1 post is reserved for Ex-Servicemen and 2 posts are reserved for Persons with Benchmark Disabilities (PwD) (i.e. 1 amongst persons with deaf and hard of hearing and 1 amongst the persons with autism, intellectual disability, specified learning disability and mental illness; and multiple disabilities from amongst persons with blindness and low vision; deaf and hard of hearing; locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; including deaf-blindness).					
2.	Lok Bhavan (formerly Raj Bhavan)	**4**	2	0	0	2	0
		Out of 4 posts, 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. autism, intellectual disability, specified learning disability and mental illness; and multiple disabilities from amongst persons with blindness and low vision; deaf and hard of hearing; locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; including deaf-blindness).					
Total		**13**	**7**	**2**	**0**	**4**	**0**

Educational and other qualifications	***Essential:***	(1) Higher Secondary School Certificate from a recognized board 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. (2) Minimum six months Diploma/ Course Certificate in Computer from Information Technology Knowledge Centre/Computer Institute recognized by the Info Tech Corporation of Goa Limited or from an Institute recognized by

		the Government of India or minimum six months Diploma / Course Certificate in Computer approved by the Human Resource Development Foundation affiliated to the Directorate of Skill Development and Entrepreneurship. (3) Minimum typing speed of 30 words per minute in English. (4) Atleast one year working experience,- (a) as an apprentice under the Apprentices Act,1961 (Central Act No.52 of 1961); or (b) in a Government Department/ Organization/ Offices/ Institute; or (c) in a semi-Government Organization/ Office/ Institute; or (d) in a Factory/ Company/ Hospital; or (e) in a recognized Educational Institute; or (f) in a registered Cooperative Credit Society/ Multi State Co-operative Credit Society; or (g) in a registered Commercial Bank/ Co-operative Bank; or (h) (1) in a Advocate's office registered with the Bar Council under Section 3 of the Advocate's Act,1961 (Central Act 25 of 1961); or (2) in a Chartered Accountant's office registered with the Institute of Chartered Accountants of India; or (3) in an Architect's office registered with the Council of Architecture; or (4) in a Cost Accountant's office registered with the Institute of Cost Accountants of India; or (5) in a Company Secretary's office registered with the Institute of Company Secretaries of India; or (6) in the office of Engineer. (i) in any other private Establishment where not less than 05 persons are employed. Note:- 1. In case of clause (a) above, the period of one year shall be a minimum of 11 months i.e. 335 days. 2. In case of clause (h) above, following document is mandatory, namely:- Account Statement from Bank/ Banking Institute indicating monthly salary credited by concerned employer. 3. In case of clause (i) above, the following documents are mandatory, namely:- (1) certified copy of Registration Certificate of establishment issued by the Labour Inspector.

		(2) certified copy of the Statement in form I submitted by employer to the Labour Inspector.". (5) Knowledge of Konkani.
	Desirable:	Knowledge of Marathi.
Level of Pay	Level - 2	
Age Limit	Not exceeding 45 years (Relaxable for Government servants and others up to five years in accordance with the instructions or orders issued by the Government from time to time).	

Note:

Candidates possessing Degree/Diploma Certificate in Computers/Computer Science/Computer Applications/lnformation Technology/Electronics/ Electronics and Telecommunication/Electrical and Electronics, from a recognized University/State Board Of Technical Education and Trade Certificate/Course Certificate in Computer Operator and Programming Assistant from a recognized Industrial Training Institute, shall be exempted from producing Diploma Course Certificate as mentioned for three posts i,e at Sr. No. 2, 3 and 4.

(1) The candidates shall fill Application form through **online mode only** as available on Commission's website **https://gssc.goa.gov.in**. The candidate shall apply for the post within the time limit prescribed.

(2) The General instructions for filling of the Application form are available on the Commission's website **https://gssc.goa.gov.in.** All Candidates are required to read instructions provided on Commission's website carefully for filling up of online application.

(3) The candidates are instructed to go through syllabus and scheme of examination for the posts published on the website of the Commission. The Commission shall shortlist/select the candidates on merit, based on marks obtained by each candidate in Computer Based Test (CBT) examination for the post. The detailed procedure of shortlisting of candidates may be referred on Commission's website **https://gssc.goa.gov.in.** The other procedure in respect of selection, if necessary, will be followed in terms of O.M. No.1/6/83-PER(Vol.II)Pt.(a)/143 dated 14/01/2019 issued by the Government of Goa and other instructions as amended from time to time.

(4) There is a requirement of typing speed of 40 words per minute in English for the post of Desktop Publishing Operator, and for the posts of Lower Division Clerk/Recovery Clerk, Data Entry Operator and Junior Assistant there is a requirement of typing speed

of 30 words per minute in English. The candidates shall be required to undergo typing test/skill test as per the criteria specified herein. The candidates qualifying the typing test/ skill test shall be subject to the merit determined by the Computer Based Test (CBT-II) examination.

(5) The Department of Personnel, Government of Goa has exempted candidates belonging to category of Persons with Benchmark Disabilities**(PwD)** from the essential experience vide order No. 1/8/2023 – PER/2792 dated 08/09/2026.

(6) The application fee will be charged per candidate for the post as below:

Level of pay of the post in respect of which examination is proposed to be conducted	**Fees in rupees for**				
	UR	SC/ST	OBC	PwD	EWS
Level 1 to 3 of CCS Revised Pay Rules, 2016	200	50	100	Nil	100
Level 4 and above of CCS Revised Pay Rules, 2016	400	100	200	Nil	200

(7) The mode of payment of application fee is through **online payment** using Internet Banking/Debit Card/Credit Card/UPI. No physical payments will be allowed.

(8) The candidate should ensure that they possess the requisite educational qualification, valid 15 years residence certificate issued by the Competent authority in Goa, registration with the Employment Exchange, Goa/ valid Employment registration Card, Birth certificate, Caste/ Social Status certificate, Disabilities certificate, EWS Certificate, Experience Certificate, Ex-Servicemen Certificate, Diploma/ Course Certificate in Computer and all other documents/ certificates as mentioned in the Advertisement etc as per the instructions or Order issued by the Government from time to time. The candidates who do not have valid OBC certificate (as per the instructions issued by the Government of Goa) including OBC creamy layer category shall apply under UR category.

(9) Age relaxation is allowed to the candidates belonging to the reserved categories i.e. 5 years for SC/ST, 3 years for OBC and 10 years for Persons with Disabilities (PwD). PwD from SC/ST category are entitled for 15 years of age relaxation and PwD from OBC category are entitled for 13 years of age relaxation and Ex-servicemen shall be entitled for age relaxation as per Orders/Rules in force, subject to maximum 56 years to all categories.

(10) The cut-off date for determining the eligibility criteria towards educational qualifications, age limit, experience and any other documents shall be as on the last date of application.

(11) The date of examination will be intimated in due course through the website of the Commission and publication in the local daily.

(12) As per Regulation 15 of the Goa Staff Selection Commission (Examinations, Selection of Candidates to the sub-ordinate services/posts and Procedure for conduct of the business of the Commission) Regulations, 2023, the placement of the candidates in different Departments shall be based on decision of the Commission. The Commission may follow the concept of proportionate representation depending on the number of post/s in each department, number of department forming part of recruitment process in each category with selected candidates arranged serially in descending order of merit. The decision of Commission shall be final. The Commission shall not entertain any request for change in allotment to Department from the candidate as well as from the Department.

(13) The ineligible candidates who do not posses required qualification as per Recruitment Rules of the respective post should not apply for the post advertised by the Commission. If any candidate is found then serious view will be taken by the Commission against such candidate.

(14) Candidates shall upload a **recent** passport-size photograph while submitting the online application.

Goa Staff Selection Commission
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Website: gssc.goa.gov.in

ADVERTISEMENT NO.3 OF YEAR 2026

1. SKILL TEST CRITERIA

1. The candidates must clear the skill test of typing speed of 40 words per minutes in English to be considered for the post of Desktop Publishing Operator.
2. The candidates must clear the skill test of typing speed of 30 words per minutes in English to be considered for the post of Lower Division Clerk/Recovery Clerk, Data Entry Operator and Junior Assistant.

2. SYLLABUS AND SCHEME OF EXAMINATION
(Multiple choice questions)

Sr. No.	Name of the post	Pay Level	Two Tier CBT	
			Syllabus CBT -I	**Syllabus CBT -II**
1.	Desktop Publishing Operator	Level- 5	• Test of English & Comprehension – 20 marks • Test of Numerical Ability – 10 marks • Test of Reasoning – 20 marks • Test of Konkani Language – 10 marks	• Test of English & Comprehension – 30 marks • Test of Numerical Ability – 10 marks • Test of Reasoning – 20 marks • Test of basic knowledge of Computer proficiency – 20 marks
			Total Marks: 60 **Time: 75 min.**	**Total Marks: 80** **Time: 100 min.**
2.	Lower Division Clerk/Recovery Clerk	Level- 2	• Test of English & Comprehension – 20 marks • Test of Numerical Ability – 10 marks • Test of Reasoning – 20 marks • Test of Konkani Language – 10 marks	• Test of English & Comprehension – 30 marks • Test of Numerical Ability – 10 marks • Test of Reasoning – 20 marks • Test of basic knowledge of Computer proficiency – 20 marks
			Total Marks: 60 **Time: 75 min.**	**Total Marks: 80** **Time: 100 min.**

3.	Data Entry Operator	Level-2	• Test of English & Comprehension – 20 marks • Test of Numerical Ability – 10 marks • Test of Reasoning – 20 marks • Test of Konkani Language – 10 marks	• Test of English & Comprehension – 30 marks • Test of Numerical Ability – 10 marks • Test of Reasoning – 20 marks • Test of basic knowledge of Computer proficiency
			Total Marks: 60 **Time: 75 min.**	**Total Marks: 80** **Time: 100 min.**
4.	Junior Assistant	Level-2	• Test of English & Comprehension – 20 marks • Test of Numerical Ability – 10 marks • Test of Reasoning – 20 marks • Test of Konkani Language – 10 marks	• Test of English & Comprehension – 30 marks • Test of Numerical Ability – 10 marks • Test of Reasoning – 20 marks • Test of basic knowledge of Computer proficiency
			Total Marks: 60 **Time: 75 min.**	**Total Marks: 80** **Time: 100 min.**

3. Scheme common to all the Posts:

3.1 Negative marking will not be applicable for Computer Based Test (CBT).

3.2 The minimum passing marks for the Computer Based Test shall be as follows:

(a) Candidates belonging to Unreserved categories - 45%

(b) Candidates belonging to reserved categories:

(i) OBC - 40%

(ii) SC/ST/ PwD - 35%

3.3 Passing of Test of Konkani language is mandatory for deciding the merit. Out of 10 marks for Test of Konkani language, 04 marks is minimum passing. Question on Konkani language will be reflected in the First 10. **Only those candidates who secure minimum 04 marks in Konkani language will be taken up for further evaluation and preparation of merit list.**

3.4 The candidates belonging to PwD category will be allowed Compensatory time of 25 minutes in CBT examination having 60 marks and 35 minutes having 80 marks in addition.

3.5 The Commission will conduct Two Tier CBT for all the post from Sr.No. 1 to 4 as per the scheme and syllabus published herein above. CBT I will be for shortlisting/ screening only.

3.6 If two or more candidates secure equal marks in the CBT examination, then order of merit shall be as per their date of birth i.e. the person who is born earlier shall be given precedence.

4. Scheme for short listing of candidates:

4.1 The Commission shall conduct common CBT- I for all the post from Sr.No. 1 to 4. The candidate has to apply for each post separately in the respective category i.e. UR, OBC, SC, ST, EWS, Ex-Servicemen, Meritorious Sportsperson, PwD etc. as the case may be to be considered for that post and in the respective category. The Candidate applying for more than one of the above posts has to appear in only one batch of CBT-I to be considered for all the above posts he/she has applied for. In case, the candidate appears for more than one batch of CBT- I, his marks/score of the **first attempt/batch** shall be considered valid.

5. Short listing ratio for CBT II and Common Instructions:

5.1 The Commission will shortlist **ten times** (**10)** the number of posts in each category/ sub-category for CBT II based on the merit of the CBT- I for the post at Sr. No. 1 and five times (5) the number of posts in each category/ sub-category for CBT II based on the merit of the CBT- I for the posts at Sr. No. 2 to 4.

5.2 The CBT- II of the Post at Sl. No. 1 will be held separately.

5.3 The CBT- II of the Three posts i.e. Posts at Sl. No. 2, 3, 4 shall be common and will be held in one batch.

5.4 Thereafter, the candidates who have passed the **CBT-II** or **two times(2)** the number of vacancies in each category/ sub-category whichever is lower, shall be permitted to appear for the skill test/ typing test as required under the Recruitment Rules. If sufficient number of candidates are not available in the select list and wait list after the skill test, the Commission may decide to allot additional candidates for skill test. The typing test/ skill test shall be only of qualifying nature and shall not determine the merit. It is mandatory to clear the skill test. Further, selection of candidates will be made on the basis of marks obtained in **CBT-II** examination only.

5.5 After the final results, the candidates who have appeared for the Posts at Sl. No. 2, 3, 4 will be allowed to exercise the choice to opt for the post based on the eligibility as determined for the post and the merit of CBT- II. The Commission may give option to candidates to opt for the post and department for which they are eligible through a counselling session.

5.6 Option once exercised shall be final and no further change shall be allowed.

5.7 After exercising the option, once the candidate is recommended by the Commission, no change of posts will be considered/ made by the commission due to non-fulfilment of any post specific eligibility of either educational qualification/ physical standard/ experience or any other criteria, including validity of certificate/ documents/ medical standard etc. Candidates must ensure that they fulfil all the requirements of the posts before giving their preference/ options for the posts.

5.8 The Commission shall prepare a common merit list as per the descending order of marks scored in **CBT-II** examination, irrespective of the categories they belong. Thereafter, the Commission shall shortlist the candidate on merit, based on marks obtained by each candidate in the **CBT-II** examination.

5.9 The Commission shall first proceed to shortlist candidate belonging to Persons with Benchmark Disability Category/Ex-Serviceman category/ Meritorious Sportspersons category, based on merit for the posts which are reserved for Persons with Benchmark

Disability Category /Ex-Serviceman/ Meritorious Sportsmen/ Sportspersons category. The candidate so shortlisted shall be adjusted against the category to which he/she belongs to i.e. Unreserved (UR), Scheduled Tribes (ST), Scheduled Castes (SC) and Other Backward Classes (OBC)/ Economically Weaker Sections (EWS). The vacancy in this category shall be reduced to that extent. In case, the candidate under PwD category /Meritorious Sportsmen/ Sportspersons category is not available, the number of such advertised vacancies shall be deducted from the Unreserved category. In case no candidate from the Ex-servicemen category is found available, then the said vacancies may be filled by the available meritorious candidate/s. Further procedure for shortlisting of candidates will be as per the instructions issued by Government of Goa from time to time.

5.10 The Commission shall then proceed to shortlist candidates of Unreserved category as per the descending order of marks scored in **CBT-II** examination. The candidates so shortlisted shall be adjusted against the Unreserved category and accordingly the vacancies in Unreserved category shall be reduced to that extent.

5.11 In case the candidates belonging to reserved category, who by virtue of their merit as per the CBT II score are eligible for selection against unreserved category, such candidates shall be adjusted against unreserved category, subject to the condition that the candidate has not availed age relaxation or any other concession/relaxation other than payment of fees.

5.12 Once the Commission finalizes the list of unreserved category candidates, it shall proceed to shortlist candidates under reserved category. Thereafter, the candidates belonging to Unreserved category shall be separated to prepare combined list of the candidates belonging to OBC, SC, ST and EWS categories according to descending order of merit as per CBT II score. The candidates so shortlisted shall be adjusted against the respective reserved category and accordingly the vacancies under such respective reserved category shall be adjusted to the extent till all the slots are filled as per the advertisement. In case, the candidates under these categories are not available, the number of such advertised vacancies shall remain unfilled, subject to the instruction issued by Government of Goa from time to time.

5.13 The Commission shall also prepare a Wait list of the candidates for each post in descending order of merit subject to their category/sub category.

5.14 After preparation of select list and recommending the candidates, if any candidate is found ineligible or refuses to accept the offer or fails to join the post or resigns after joining or dies, the Commission shall recommend the candidate against the said

vacancy from the existing waitlist panel in the respective category drawn during the first selection committee meeting held and published on the website. The Commission shall not alter the category of the candidates already recommended in the first select list.

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