



Goa Staff Selection Commission

6th Floor, 3rd Lift, SPACES Building, Patto Plaza, Panaji-Goa – 403001

Website: gssc.goa.gov.in

No.1/2/2024-GSSC/580

Dated: 21/11/2024

ADVERTISEMENT NO.3 OF YEAR 2024

Online applications are invited from eligible candidates via <https://gssc.goa.gov.in> for filling up the post of 'Lower Division Clerk/ Recovery Clerk' and 'Junior Stenographer', Group 'C' in various Government Departments as mentioned below. The last date for filling up the applications for the post is **13/12/2024**.

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

1. Name of post: Lower Division Clerk/ Recovery Clerk Level of Pay: Level - 2

Educational and other qualifications :

Essential:

- (i) Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by recognized State Board of Technical Education or equivalent qualification from recognized Institution.
- (ii) Knowledge of Computer applications/ operations with typing speed of 30 words per minute in English.
- (iii) Knowledge of Konkani.
- (iv) Atleast one year working experience,-
 - (a) as an apprentice under the Apprentices Act; or
 - (b) in a Government Department/ Organization/ Office/ Institute; or
 - (c) in a Semi-Government Organization/ Office/ Institute; or
 - (d) in a Factory/ Company; or
 - (e) in any other private Establishment where not less than 05 persons are employed.

Note: In case of clause (e) above, the application shall be accompanied by the following documents, namely:-

- (i) certificate of experience issued by employer.
- (ii) certified copy of Registration Certificate of establishment issued by the Labour Inspector.
- (iii) certified copy of the Statement in form I submitted by employer to the Labour Inspector.

Desirable:

- (i) Knowledge of Marathi.

Age Limit	Not exceeding 45 years (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government from time to time).
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Sr. No.	Name of Department	Number of posts	Category				
			UR	ST	SC	OBC	EWS
1	Directorate of Tribal Welfare	2	1	0	0	0	1
2	Directorate of Prosecution	2	1	1	0	0	0
3	Directorate of Skill Development and Entrepreneurship	3	1	1	0	1	0
4	Directorate of Transport	2	2	0	0	0	0
		Out of 2 posts, 1 post is reserved for Ex-Servicemen.					
5	Inspectorate General of Prisons	9	4	1	0	3	1
		Out of 9 posts, 1 post is reserved for Ex-Servicemen.					
6	Department of Archives	1	1	0	0	0	0
7	Department of Legal Metrology	1	1	0	0	0	0
8	Directorate of Higher Education	10	8	0	0	1	1
		Out of 10 posts, 2 posts are reserved for Ex-Servicemen.					
9	Goa Dental College	2	1	0	0	1	0
10	Department of Rural Development	2	2	0	0	0	0
11	Directorate of Education	16	10	1	0	1	4
		Out of 16 posts, 1 post is reserved for Ex-Servicemen and 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).					
12	Department of Information & Publicity	6	2	1	0	3	0
13	Directorate of Technical Education	21	12	4	1	2	2
		Out of 21 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 blindness and low vision and 1 amongst persons with deaf and hard of hearing).					

Sr. No.	Name of Department	Number of posts	Category				
			UR	ST	SC	OBC	EWS
14	Directorate of Printing and Stationery	2	1	0	0	1	0
15	Directorate of Settlement and Land Records	22	13	2	0	5	2
		Out of 22 posts, 2 posts are reserved for Persons with Benchmark Disabilities (PwD) (i.e. 1 amongst persons with blindness and low vision; and 1 amongst persons with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy).					
16	Directorate of Agriculture	7	5	0	0	2	0
		Out of 7 posts, 1 post is reserved for Ex-Servicemen.					
17	Electricity Department	14	9	1	0	3	1
		Out of 14 posts, 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. blindness and low vision).					
18	Collector, South Goa	15	10	1	0	3	1
		Out of 15 posts, 1 post is reserved for Ex-Servicemen.					
19	Chief Electoral Officer	3	2	0	0	1	0
20	Inspectorate of Factories & Boilers	3	1	1	0	0	1
		Out of 3 posts, 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. deaf and hard of hearing).					
21	Department of Tourism	7	3	0	1	2	1
22	Office of State Registrar Cum Notary Services	3	2	1	0	0	0
		Out of 3 posts, 2 posts are reserved for Ex-Servicemen.					

Sr. No.	Name of Department	Number of posts	Category				
			UR	ST	SC	OBC	EWS
23	Department of Commercial Taxes	5	0	1	0	3	1
24	Directorate of Vigilance	12	6	2	0	3	1
25	Department of Environment & Climate Change	1	1	0	0	0	0
		Out of 1 post, 1 post is reserved for Ex-Servicemen.					
26	Directorate of Planning, Statistics & Evaluation	16	8	2	0	5	1
		Out of 16 posts, 1 post is reserved for Ex-Servicemen and 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. blindness and low vision).					
27	Office of the Director General of Police, Police Headquarters (PHQ)	17	9	2	0	4	2
		Out of 17 posts, 1 post is reserved for Ex-Servicemen and 3 posts are reserved for Persons with Benchmark Disabilities (PwD) (i.e. 1 amongst the persons with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; and 2 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).					
28	Department of Co-Operation (Office of the Registrar of Co Operative Societies)	7	3	1	0	2	1
		Out of 7 posts, 1 post is reserved for Meritorious Sportsmen/ Sportspersons.					
29	Directorate of Industries, Trade & Commerce	4	1	2	0	1	0
		Out of 4 posts, 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. deaf and hard of hearing).					

Sr. No.	Name of Department	Number of posts	Category				
			UR	ST	SC	OBC	EWS
30	Directorate of Public Grievances	3	2	0	0	1	0
		Out of 3 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).					
31	Department of Information Technology Electronics And Communication	3	2	0	0	1	0
32	Department of Civil Supplies & Consumer Affairs	1	1	0	0	0	0
		Out of 1 post, 1 post is reserved for Ex-Servicemen.					
33	Directorate of Sports And Youth Affairs	5	1	1	0	2	1
34	Directorate of Accounts	5	3	1	0	1	0
Total		232	129	27	2	52	22

**2. Name of post: Junior Stenographer
Level of Pay: Level - 4**

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 recognized State Board of Technical Education.
- (2) Speed of 100 words per minute in Short Hand and 35 words per minute in typing.
- (3) Minimum three months certificate course in Computers.
- (4) Knowledge of Konkani.
- (5) Atleast one year working experience,-
 - (a) as an apprentice under the Apprentices Act; or
 - (b) in a Government Department/ Organization/ Office/ Institute; or
 - (c) in a Semi-Government Organization/ Office/ Institute; or
 - (d) in a Factory/ Company; or
 - (e) in any other private Establishment where not less than 05 persons are employed.

Note: In case of clause (e) above, the application shall be accompanied by the following documents, namely:-

- (i) certificate of experience issued by employer.
- (ii) certified copy of Registration Certificate of establishment issued by the Labour Inspector.

(iii) certified copy of the Statement in form I submitted by employer to the Labour Inspector.

Desirable:

(1) Knowledge of Marathi.

Age Limit	Not exceeding 45 years (Relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government from time to time).
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Sr. No.	Name of Department	Number of posts	Category				
			UR	ST	SC	OBC	EWS
1	Directorate of Transport	1	0	1	0	0	0
		Out of 1 post, 1 post is reserved for Ex-Servicemen.					
2	Directorate of Social Welfare	1	1	0	0	0	0
3	Directorate of Higher Education	1	0	1	0	0	0
		Out of 1 post, 1 post is reserved for Ex-Servicemen.					
4	Department of Rural Development	1	1	0	0	0	0
5	Department of Animal Husbandry and Veterinary Services	1	1	0	0	0	0
6	Directorate of Education	3	2	1	0	0	0
7	Water Resource Department	10	6	1	0	2	1
		Out of 10 posts, 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. amongst the persons with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy).					
8	Directorate of Technical Education	6	3	1	0	2	0
9	Department of Information and Publicity	5	3	1	0	1	0
		Out of 5 posts, 1 post is reserved for Ex-Servicemen and 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. amongst the persons with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy).					
10	Collector South Goa	5	1	2	0	1	1
11	Department of Commercial Taxes	1	0	0	0	1	0
12	Department of Tourism	1	0	0	0	1	0
13	Directorate of Vigilance	5	2	1	0	1	1

14	Directorate of Industries, Trade and Commerce	1	1	0	0	0	0
15	Office of Director General of Police, Police Headquarters (PHQ)	4	3	0	0	0	1
		Out of 4 posts, 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. amongst the persons with locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy).					
16	Directorate of Planning, Statistics and Evaluation	3	3	0	0	0	0
		Out of 3 posts, 1 post is reserved for Persons with Benchmark Disabilities (PwD) (i.e. deaf and hard of hearing).					
17	Directorate of Small Savings and Lotteries	1	1	0	0	0	0
18	Department of Information and Technology, Electronics and Communication	1	1	0	0	0	0
19	Directorate of Accounts	1	1	0	0	0	0
Total		52	30	9	0	9	4

Sr. No.	Name of Department	Number of posts	Category				
			UR	ST	SC	OBC	EWS
1.	Office of the Resident Commissioner, Goa Sadan	1	1	0	0	0	0
Total		1	1	0	0	0	0

- (1) The posting of Junior Stenographer in the Office of the Resident Commissioner, Goa Sadan, will be at Delhi. The Selection against the said post will be decided based on merit as well as willingness of the candidates, who have passed the CBT exam as well as skill test.
- (2) 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.
- (3) 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.
- (4) The candidates are instructed to go through syllabus and scheme of examination for the post published on the website of the Commission.
- (5) As per Recruitment Rules for the post of Lower Division Clerk/Recovery Clerk there is a requirement of Knowledge of Computer applications/ operations with 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 in the Recruitment Rules of the said post. The candidates qualifying the typing test/skill test shall be subject to the merit determined by the Computer Based Test (CBT-III) examination.

- (6) As per Recruitment Rules for the post of Junior Stenographer there is a requirement of Speed of 100 words per minute in Short Hand and 35 words per minute in typing. The candidates shall be required to undergo typing test/skill test as per the criteria specified in the Recruitment Rules of the said post. The candidates qualifying the typing test/ skill test shall be subject to the merit determined by the Computer Based Test (CBT-III) examination.
- (7) 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	50	100
Level 4 and above of CCS Revised Pay Rules, 2016	400	100	200	100	200

- (8) 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.
- (9) 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/ Disabilities certificate as per the instructions or Order issued by the Government from time to time.
- (10) 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 Rules in force, subject to maximum 56 years to all categories.
- (11) 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.
- (12) The date of examination will be intimated in due course through the website of the Commission and publication in the local daily.
- (13) 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.

- (14) The Commission has observed that some candidates apply for a particular post separately under Unreserved/General Category as well as under Reserved Category. The candidate shall not appear more than once for the examination of the post held in multiple batches and on multiple days; even if he has submitted multiple applications under different category or under same category. In case it is found that a candidate appear for CBT examination more than once, the marks obtained in the first attempt in such examination shall be considered.
- (15) The ineligible candidates who do not possess 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.

-Sd/-

(Shashank V. Thakur)
Secretary (GSSC)



Goa Staff Selection Commission

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1. SKILL TEST CRITERIA

1. As per Recruitment Rules for the post of Lower Division Clerk/Recovery Clerk there is a requirement of Knowledge of Computer applications/ operations with typing speed of 30 words per minute in English.
2. As per Recruitment Rules for the post of Junior Stenographer, there is a requirement of speed of 100 words per minute in short hand and 35 words per minute in typing.

2. SYLLABUS AND SCHEME OF EXAMINATION

(Multiple choice questions)

Sr. No.	Name of the post	Pay Level	Two Tier CBT	
			Syllabus CBT -II	Syllabus CBT -III
1.	Lower Division Clerk/Recovery Clerk	Level- 2	<ul style="list-style-type: none">• Test of English & Comprehension – 20 marks• Test of Numerical Ability – 10 marks• Test of Reasoning – 20 marks• Test of Konkani Language – 10 marks	<ul style="list-style-type: none">• Test of English & Comprehension – 20 marks• Test of Numerical Ability – 10 marks• Test of Reasoning – 20 marks• Data interpretation – 10 marks
			Total Marks: 60 Time: 75 min.	Total Marks: 60 Time: 75 min.
2.	Junior Stenographer	Level-4	<ul style="list-style-type: none">• Test of English & Comprehension – 20 marks• Test of Numerical Ability – 10 marks• Test of Reasoning – 20 marks• Test of Konkani Language – 10 marks	<ul style="list-style-type: none">• Test of English & Comprehension – 30 marks• Test of Numerical Ability – 10 marks• Test of Reasoning – 10 marks• Data interpretation – 10 marks
			Total Marks: 60 Time: 75 min.	Total Marks: 60 Time: 75 min.

1. Negative marking will not be applicable for Computer Based Test (CBT).
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/PwD - 40%
 - (ii) SC/ST - 35%
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.**
4. The Commission shall conduct **Two Tier CBT** examination for the said post. **CBT-II** exam shall be used for short listing/screening only.
5. Thereafter, the Commission shall reserve the right to call all the candidates or five times the vacancies in each category/ sub-category whichever is lower to appear for **CBT-III** examination.
6. Thereafter, the candidates who have passed the **CBT-III** or two times 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. 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-III** examination only.
7. The candidates belonging to PwD category will be allowed an extra time of 20 minutes in CBT examination.
8. If two or more candidates secure equal marks in the **CBT-III** 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.
9. The Commission shall prepare a common merit list as per the descending order of marks scored in **CBT-III** 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-III** examination.
10. The Commission shall first proceed to shortlist candidate belonging to Persons with Benchmark Disability category based on merit. 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), Other Backward Classes (OBC) and Economically Weaker Section (EWS). The vacancy in this category shall be reduced to that extent. In case, the candidate under this PwD category is not available, the number of such advertised vacancies shall be deducted from the Unreserved category.
11. The Commission shall then proceed to shortlist candidates of Unreserved category as per the descending order of marks scored in **CBT-III** 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.

12. In case the candidates belonging to reserved category, who by virtue of their merit in examination 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.
13. 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 and ST categories according to descending order of merit secured in CBT. The candidates so shortlisted shall be adjusted against the respective reserved category in which he/she has applied 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.
14. The Commission shall also prepare a Wait list of the candidates subject to their category. However, this wait list shall operate only if the candidate from the select list does not accept the offer of appointment.

-Sd/-

(Shashank V. Thakur)
Secretary (GSSC)