

Department of Information and Publicity

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Notification

DI/INF/Jour-Pension/120/2016

In exercise of the powers conferred by the Goa State Working Journalist Welfare Scheme 2021-22 and all other enabling powers under it, the Government of Goa hereby makes the following clause to amend 'The Goa State Working Journalist Welfare Scheme 2021-22 namely:—

1. i. This scheme may be called the Goa State Working Journalist Welfare Scheme (Second Amendment), 2021-22.

ii. They shall come into force from the date of publication of the same in the Official Gazette.

2. In the Goa State Working Journalist Welfare Scheme 2021-22 in clause X sub-clause (i), the following shall be substituted, namely:—

An amount of Rs. 10000/- (Rupees Ten thousand only) p.m. will be disbursed as pension for pensioner.

This issues with the approval of FD under U. O. No. 1242/F dated 15-05-2023.

By order and in the name of the Governor of Goa.

Dipak Bandekar, Director Information & Publicity & ex officio Addl. Secretary.

Panaji, May, 2023.



Department of Personnel

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Notification

1/5/2020-GSSC/85

GOA STAFF SELECTION COMMISSION

In exercise of the powers conferred by section 18 of the Goa Staff Selection Commission Act, 2019 (Goa Act 11 of 2019) and with the approval of the Government, the Goa Staff Selection Commission hereby makes the following regulations, namely:-

1. *Short title and commencement.*— (1) These regulations may be called 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.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. *Definitions.*— (1) In these regulations, unless the context otherwise requires,-

(a) "Act" means the Goa Staff Selection Commission Act, 2019 (Goa Act 11 of 2019);

(b) "Appointing Authority" means the Head of Department or any other officer designated by the Government as appointing authority in respect of sub-ordinate services/posts, as the case may be;

(c) "Commission's web portal" means the official web portal maintained by the Commission and includes the web portal of the Government of Goa www.goa.gov.in, or any other portal as may be decided by the Commission, till a dedicated portal of the commission is launched;

(d) "Controller of Examination" means an Officer appointed to carry out the function under these Regulations.

(e) "Co-ordinator of Examination" means an Officer appointed to carry out the function under these Regulations.

(f) "Department" means Departments and Offices specified in the Schedule appended to the Business of the Government of Goa (Allocation) Rules, 1987 as amended from time to time;

(g) "examination" means any examination conducted by the Commission for selecting eligible candidates for sub-ordinate services/posts;

(h) "OMR sheet" means optical magnetic reader answer sheet;

(i) "Question paper" means and includes question paper, OMR Question cum

answer sheets, question set and question cum answer booklet;

(j) "Rules" means the Goa Staff Selection Commission Rules, 2020;

(k) "Year" means Calendar year.

(2) The words and expressions used and not defined in these Regulations but defined in the Act or Rules shall have the same meanings as assigned to them in the Act or Rules, as the case may be.

3. *Procedure for conduct of business of the Commission.*— (1) The Commission shall conduct examination and select candidates for appointments to the sub-ordinate services/posts.

(2) The Commission shall follow the procedure as laid down under the Regulations for selecting candidates for sub-ordinate services/posts, in an objective and transparent manner.

(3) The Commission shall decide the mode of examination required for particular post/services, and such decision shall be final.

(4) The Commission may appoint Controller of Examination, Co-ordinator of Examinations and such other personnel required for conduct of examination.

(5) The Commission may execute Memorandum of Understanding (MoU) or contract in its name, with any other State Government or Government of India or Government Department, Public Sector Undertaking (PSU) /Autonomous body under the State Administration or PSU/Autonomous body under any other State Government or Government of India, Goa Public Service Commission, Board/University or any person/agency/firm/company in connection with the object of the Commission.

(6) In terms of section 16 of the Act, the orders and other instruments made and executed in the name of the Commission shall be authenticated by the signature of an officer not below the rank of Under Secretary to the Commission.

(7) All the meetings of the Commission shall be presided over by the Chairperson.

(8) The Chairperson and at least one member shall constitute quorum for the meeting.

(9) All financial powers shall vest in the Chairperson:

Provided that the Chairperson may delegate financial powers to Secretary to incur contingent expenditure on behalf of the Commission, subject to such restrictions and limitations as may be laid down by him.

4. *Intimation of vacancies to the Commission.*— (1) Appointing Authority shall intimate the total number of vacancies of sub-ordinate services/posts to the Commission within a period of sixty days from the date of commencement of these Regulations. Thereafter, every year by 31st January, the appointing authority shall intimate the total number of vacancies of sub-ordinate services/posts to the commission.

(2) The appointing authority shall intimate the vacancies in Form I hereto.

(3) The vacancies to be intimated to the Commission shall also include anticipated vacancies upto 31st December of the year in which such vacancies are likely to arise.

(4) The appointing authority, before referring the proposal to the Commission, shall determine the number of vacancies to be filled on compassionate appointment and based on scheme for providing employment in Government to the Children of Freedom Fighters, and such vacancies as determined shall be deducted from the total vacancies for the year. The appointing authority shall accordingly report the balance vacancies to the Commission.

(5) The appointing authority shall furnish a certificate in Form II hereto certifying that,-

(a) the vacancies intimated to the Commission are clear vacancies and are not covered by any ban on recruitment, if any, imposed by the Government, or filling

of which is not subject to court order or outcome of any pending petition before the courts;

(b) the reservation rosters for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Persons with Benchmark Disability (PwD) and Ex-Servicemen including the Economically Weaker Sections (EWS) roster points as identified by O.M. No. 61-02-2019-BC/DSW/RES/978 dated 21.06.2019 have been verified by the competent authorities after last recruitment or preceding six months before the last date of reporting vacancies to the Commission whichever is earlier.

(6) The vacancies intimated beyond the date specified in clause (1) shall not be considered by the Commission, unless it is otherwise decided by the Commission based on cogent justification by the appointing authority. The decision of the Commission in this regard shall be final.

5. *Advertisement of Vacancies.*— (1) On receipt of intimation of vacancies in Form I, the Secretary shall with the approval of the Commission, issue advertisement on the Commission's web portal inviting applications from eligible persons for appearing in the examination.

(2) Pursuant to online advertisement, the Secretary shall also publish a brief advertisement in at least three local daily newspapers, one in each English, Konkani and Marathi newspapers, giving details of number of vacancies, reservation details, last date for application and other important details, along with reference that the public may refer to the detail advertisement on the Commission's portal.

(3) The advertisement shall contain the number of vacancies, name of the post, essential qualifications, desirable qualification, age limit, number of posts reserved for Scheduled Castes, Scheduled Tribes and Other Backward Classes/Ex-serviceman/Persons with Benchmark Disability/Economically Weaker Sections/or any other reservation as per the policy of the

Government, method of short listing/selection, last date for submitting applications, details of fees and mode of payment.

(4) The Commission may upload syllabus and scheme of examination along with advertisement inviting applications at least 30 days before the scheduled date of examination, on the Commission's portal.

(5) The last date for submitting application shall be decided by the Commission which however shall not be less than 15 days from the date of publication of advertisement in the newspapers.

(6) The candidate applying for a post shall upload a self declaration that, he possesses the requisite qualifications for the post and he knows to read, write and speak Konkani.

(7) The advertisement shall contain a clause that only eligible candidates fulfilling the criteria as per recruitment rules/advertisement/guidelines governing direct recruitment to such post, shall apply.

(8) The application form shall provide for declaration from the candidate, as under: "I

____ son/
daughter/wife of _____ age
____ years, Indian National, hereby state that the content of the application are true to my own knowledge and I declare that I, possess the requisite essential qualification, fifteen years residence certificate issued by the Competent authority in Goa, registration with the Employment Exchange, Goa and all other mandatory requirement for the post. I understand that in the event of particulars or information given herein being found false or incorrect or not as per the requirement for the post, my candidature for the recruitment is liable to be rejected or cancelled even after my short listing/selection, without any further notice."

(9) The candidate shall upload all the required documents alongwith the on-line application. Non-submission of documents or submitting of incorrect or false document/s shall be a ground for rejection of the application without any notice.

(10) Incomplete application and applications without specified fees shall be rejected. The submission of online application form shall be linked to payment details and unless the specified fees are paid, the portal shall not generate acknowledgement of the application.

(11) The mode of submission of application to the post advertised by the Commission shall be only through the Commission's portal.

(12) The candidature of the shortlisted candidate shall not be considered by the appointing authority, if the candidate is found in-eligible at the time of verification of essential qualification documents, including registration in Employment Exchange, Goa and other requisite documents.

6. Procedure for submitting application.—

(1) The candidate shall fill online application on the web portal as specified in the advertisement.

(2) The Commission for this purpose may require a candidate to seek one time registration on the Commission's portal or any other portal specified in the advertisement by furnishing all required details. The applicant once registered shall be provided with unique registration number and/or user id and password which shall be sent on the mobile number provided by the applicant.

(3) The Commission shall decide the manner and the process for submitting on-line applications as is required from time to time.

7. Acceptance of applications without prior scrutiny of application.— (1) The Commission may, without prior scrutiny of the application, based on self-declaration contained in the application form, invite/call all the candidates who have successfully submitted online application for respective examination.

(2) All the candidates who have successfully submitted applications, which

are acknowledged through unique application id, shall be invited to appear for physical endurance test/skill test/examination, as the case may be, as decided by the Commission through email and/or sms or any other electronic mode of communication.

(3) The Commission shall upload the details about date, venue, time, and the details of candidates, other details of the examination on the Commission's web portal.

(4) The Commission shall also publish a brief advertisement about the examination for information of the candidates in at least three local daily newspapers, one in each English, Marathi and Konkani newspapers.

(5) The Commission shall provide the option on its portal for downloading and printing of e-admit cards: Candidate without e-admit card shall have to submit an undertaking alongwith proof of his identity with photograph such as Driving licence, PAN Card, Aadhaar Card, EPIC, Identity Card issued by the Employer or Passport before the start of examination and shall have to pay a fee of Rs. 100/- for granting permission to enter the examination centre without e-admit card.

(6) Any communication with candidates or issuing of instructions, acknowledgment, e-admit card or publication of results, etc. shall be through the Commission's web portal, in electronic mode.

(7) The fees as specified may be paid through online mode or in any other mode as specified by the Commission in the advertisement.

8. Conduct of examination and its syllabus.— (1) The Commission shall decide the mode and the manner in which the examination is to be conducted, including syllabus, skill sets, etc. for such examination. The Commission shall decide the syllabus

based on the essential qualification, degree/level of understanding and/or skill sets required for the post, including knowledge of Konkani.

(2) The Commission may appoint experts for setting up of question papers or question set or for preparation of subject wise question banks or for carrying out any other functions in furtherance to the objects of the Act.

(3) Such experts shall prepare an answer key for evaluation. The experts in respect to descriptive question papers shall also prepare the model answer sheets.

(4) The Commission shall decide the manner in which the question paper/question set is to be prepared, finalised and used for the examination.

(5) In pursuance to the decision of the Commission, the Controller of Examination shall arrange to print the question papers.

(6) The examination material shall be stored with proper security as per the direction of the Commission or as per standing instructions issued from time to time.

(7) The Controller of Examination shall arrange to deliver the question papers to Co-ordinator of Examination as per the time lines to be decided by the Commission.

(8) The Controller of Examination shall dispatch these sealed packets to Co-ordinator of Examination one day in advance of the scheduled date of examination.

(9) The Controller of Examination/Co-ordinator of Examinations or any other authorised person so nominated for conduct of examination shall store the question papers with proper security.

(10) In case the examination centre is located at Taluka level, the question paper may be stored in respective Taluka with proper security in consultation with the Commission.

(11) The Co-ordinator of Examination for each District shall arrange to supply question papers at the Taluka level centres one day prior to the examination. The sealed packets shall be distributed at least 60 minutes, before the scheduled time of starting of examination in the centre, but not before 120 minutes from the scheduled time of examination.

9. *Conduct of Computer Based Test (CBT).*— (1) In case the Commission decides to conduct Computer Based Test (CBT), such test shall be based on the essential qualification and degree/level of understanding required for the post, as decided by the Commission.

(2) The Commission may appoint any agency for conducting Computer Based Test (CBT) or for carrying out any other functions in furtherance to the objects of the Act.

(3) Such Agency shall undertake and carry out Computer Based Test for various posts at their designated centers with the approval of the Commission.

(4) The Commission shall decide the manner in which the question paper is to be uploaded on the server of the Agency appointed by the Commission to conduct the CBT.

10. *Role and functions of the officers conducting examination.*— (1) For the purpose of conducting examination the Commission may appoint the Controller of examinations and such Co-ordinators of Examination who shall be responsible for smooth conduct of examination.

(2) The Commission may also appoint Co-ordinating supervisors, venue supervisor, Assistant Venue supervisors in consultation with Controller of Examination.

(3) The Co-ordinator of Examination shall appoint such number of invigilators, as are necessary for the conduct of examination at each centre in accordance with instructions

issued by the Commission from time to time.

(4) The Co-ordinator of Examination or any other authorised person, as the case may be, shall appoint minimum 2 invigilators for an examination Hall.

(5) The Invigilator shall submit certificate to the effect that he is not related to any candidate appearing for examination at the centre.

(6) The Co-ordinator of Examination, upon receipt of intimation about scheduling of examination, arrange to book suitable schools/institutions for conduct of examinations in consultation with the Commission.

(7) The Co-ordinator of Examination shall ensure safe custody and dispatch of all confidential materials relating to examination. He shall be responsible for receiving, distributing, accounting and delivering back the used OMR sheets, question cum answer sheets, unused papers, answer sheets as per instructions of the Commission.

(8) The answer sheets/OMR sheets shall be serially arranged on the basis of Roll Numbers packed and sealed immediately after the examination is over and dispatched to the Commission on the same day.

(9) The honorarium for various personnel connected with the conduct of examination shall be decided by the Commission from time to time.

(10) The Commission shall appoint evaluators wherever necessary for evaluating answer sheets in respect of written examinations.

(11) The Commission shall be competent to issue all such instructions/ guidelines for conducting the examination for selection of eligible candidates for sub-ordinate services/ posts.

(12) The Commission shall be competent to take all decisions regarding conduct or mode of examination or any matter connected with examinations for selecting eligible candidates for sub-ordinate services/posts.

11. Procedure for Physical Endurance Test and/or Skill Test.— (1) In respect of posts requiring physical standards or endurance test as per recruitment rules, the Commission shall either by itself or through any Department or any other agency or through any committee of officers conduct physical endurance test. The candidates qualifying the physical endurance test shall only be permitted to answer examination.

(2) In respect of posts requiring skill test as essential qualification, the Commission shall either by itself or through any Department or any other agency or through any committee of officers conduct skill test before conduct of examination. The candidates qualifying the skill test shall only be permitted to answer examination.

(3) The marks scored in the qualifying Physical endurance test or skill test shall not be considered for drawing the merit.

12. Selection Process.— (1) The Commission shall shortlist the candidates on merit, based on marks obtained by each candidate in examination for each post.

(2) The primary list of shortlisted candidates shall consist of number of vacancies advertised plus 25% or two candidates, whichever is higher in wait list for such posts in each category.

(3) The Commission shall first proceed to shortlist candidates belonging to Persons with Benchmark Disability category and Ex-servicemen category based on merit. The candidates so shortlisted shall be adjusted against the category to which they belong i.e. Unreserved (UR), Scheduled Tribes (ST), Scheduled Castes (SC) and Other Backward Classes (OBC). The vacancies in these

categories shall be reduced to that extent. In case, candidate under these categories is not available, the number of such advertised vacancies shall be deducted from the unreserved category. For instance, the posts advertised are say 10 viz. 05 UR, 02 ST, 01 SC and 02 OBC. Out of which 01 post to be filled from Persons with Benchmark Disability category and 01 post under Ex-servicemen category and if the candidate under Persons with Benchmark Disability category is unavailable, it shall be deducted from unreserved category. i.e. $5-1=4$ i.e. the Commission shall proceed to select only 04 candidates belonging to unreserved category.

(4) The Commission shall then proceed to select candidates of unreserved category as per the descending order of marks scored in examination.

(5) In case of candidates belonging to reserved category, who by virtue of their merit in examination are eligible for selection against unreserved category, they 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.

(6) Once the Commission finalizes the list of unreserved category candidates, it shall proceed to prepare selection list of candidates under reserved category.

(7) The Commission shall, in addition to the select list also prepare a separate wait list up to 25% of the vacancies or two candidates, whichever is higher based on merit of the candidates in their respective category:

Provided that the candidate from the wait list shall be considered, based on any such request received from the Department, only if the candidate from the select list does not accept the offer of the appointment.

(8) The wait list of the posts of the previous recruitment shall lapse on the declaration of the date of a subsequent examination for such posts or after a period of one year from the date of publication of such wait list whichever is earlier.

13. *Quorum.*— Non-attendance/non availability of any member of the Commission other than Chairperson shall not invalidate the proceeding of selection provided Chairperson and at least one member were present.

14. *Final Selection List.*— (1) After preparation of the selection list and wait list, the Commission shall publish these lists on its notice board and on the Commission's web portal on the same day the meeting of selection committee held. Further, if the selection committee meeting is held on more than one day, then on the last day of such meeting.

(2) The Secretary, with the approval of the Commission, shall send the list of candidates to respective Departments for carrying out further process of verification and appointment.

15. *Placement of candidates.*— (1) 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.

(2) 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.

FORM I

(See Regulation 4 (2))

Requisition form for filling up posts by Direct Recruitment

(To BE FURNISHED IN DUPLICATE SEPERATELY FOR EACH POST.)

1. Name of the Department
2. Address of the Department
3. Requisition for recruitment to the post of:-

4. Details of vacancies and reservations:-

Particulars

Name of the Post

Group

Level of Pay

No. & Date of Publication of Recruitment Rules in Official Gazette

Sanctioned Strength

Number of Live Post

Number of Vacancies

5. Details of year wise Vacancies and reservation details:-

Year	Number	Ratio for Direct Recruitment	Number of Vacancies for Direct recruitment

6. Details of Vacancies to be advertised:-

Number of Vacancies to be advertised	Category wise vacancies					Persons with Benchmark Disabilities (PwD) covered under the following respective categories				Ex-servicemen
	UR	ST	SC	OBC	EWS	(a)	(b)	(c)	(d & e)	

Note: Respective categories for Persons with Benchmark Disabilities (PwD) as indicated in the table at point 6 above are as below:

- (a) blindness and low vision;
- (b) deaf and hard of hearing;
- (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- (d) autism, intellectual disability, specified learning disability and mental illness;
- (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

7. Duties, Responsibilities of the post:—

- (a) Details of duties and responsibilities of the post:-

- (b) Place/s where the Officer/s will be required to serve

8. Educational qualification and experience as per Recruitment Rules required for the post under requisition:—

- (a) Essential
- (b) Desirable

- (c) Whether qualification and experience is relaxable in the case of SC/ST candidates, furnish copies of Government order, if any.

9. Age limit:—

- (a) Age limit if any:
 (b) Whether age relaxation is applicable to Government servant:Details thereof:
 (c) Are the limits and relaxations under (a) & (b) above in accordance with the prescribed Recruitments Rules? If not, please state reasons for the deviation:
 (d) Age relaxation for Reserved Category candidates

Place:

Date:

 Signature of the Head of Department

Seal

 FORM II

(See Regulation 4 (5))

CERTIFICATE

It is certified that,-

- (i) all vacancies which fall within the direct recruitment quota have been included in the requisition.
 (ii) all the vacancies included in this requisition are clear vacancies and are not covered by any ban on recruitment imposed by the Government and filling of them is not subject to court order or outcome of any pending petition before the courts;
 (iii) the reservation rosters for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Persons with Benchmark Disability (PwD) and Ex-Servicemen including the Economically Weaker Sections (EWS) as per the roster points as identified by O.M. No. 61-02-2019-BC/DSW/RES/978 dated 21.06.2019 have been verified by the competent authorities after last recruitment or preceding six months before the last date of reporting vacancies to the Commission whichever is earlier.
 (iv) the particulars in the requisition are strictly in accordance with the Recruitment Rules for the relevant posts.

Place:

Date:

 Signature of the Head of Department

Seal

Shashank V. Thakur, Secretary Goa Staff Selection Commission.

Panaji, 31st May, 2023.