

CITIZEN CHARTER

BRIEF HISTORY

- The Goa Staff Selection Commission Act, 2019 (Goa Act 11 of 2019), has been passed by the Legislative Assembly of Goa on 09-08-2019 and assented to by the Governor of Goa on 10-09-2019.
- The Goa Staff Selection Commission Act, 2019 (Goa Act 11 of 2019), has been enacted to provide for the constitution of Goa Staff Selection Commission for the purpose of conducting examinations and selection of candidates for appointments to the subordinate services/posts (Group “C” posts) in the Government Departments, and also to provide the procedure to be followed by the Goa Staff Selection Commission, its functions and for matters connected therewith or incidental thereto.
- As per the provisions of section 3(1) and 3(2) of the Goa Staff Selection Commission Act, 2019, the Commission shall consist of a Chairperson and two members.

THE MANDATE OF GOA STAFF SELECTION COMMISSION

- (1) The Commission shall conduct examinations and select candidates for appointment to the subordinate services/posts.
- (2) The Commission shall perform such other functions and duties as the Government may, by notification, specify.
- (3) The Commission shall conduct departmental examinations and advise the Government on such other matters as may be referred to it by the Government.
- (4) Notwithstanding anything contained in any law and rules, regulations or, bye-laws framed thereunder and the condition of service, relating to the sub-ordinate services/ /posts, the Commission shall be the authority competent to conduct examinations for appointments to such sub-ordinate services/ /posts.
- (5) On all matters relating to methods of recruitment to, or any other matter relating to, the sub-ordinate services/posts it shall be the duty of the

Commission to advise on any matters so referred to by the Government Department.

- (6) The Government may, however, make orders specifying the matters in which either generally or in any particular class of cases or in any particular circumstances, it shall not be necessary for the Commission to be consulted.
- (7) In the case of any difference of opinion between the Commission and the Government Department, on any matter, the concerned Government Department shall refer such matter to the Government and the decision of the Government thereon shall be final.

METHOD OF RECRUITMENT

Recruitment is made by the Direct Recruitment mode.

DIRECT RECRUITMENT

Direct Recruitment is conducted broadly by Examination/Screening which may include Skill Test, Physical endurance test/Written Examination/Computer Based Test (CBT)/OMR, as decided by the Commission.

RECRUITMENT THROUGH EXAMINATION

The competitive examination is conducted by the Commission for short-listing the large number of candidates. The candidates shortlisted in this first phase will be asked to submit the self authenticated copies of the required documents to the Commission on or before the stipulated date communicated to them. Marks obtained by the candidates appearing in the examinations are also available on the Goa Staff Selection Commission website.

ADVERTISEMENT

The Advertisements for all the posts are published in widely circulated (English, Marathi and Konkani) newspapers of the state. The Advertisements are also uploaded on the Commission's website www.gssc.goa.gov.in.

ONLINE APPLICATIONS

- The Commission introduced the system of accepting online applications. Applications for recruitment are invited online mode only.
- The Instructions for filling up online applications are hosted on the Commission's website.
- Candidates are instructed that the applications not filled correctly, completely and as per the instructions are liable to be rejected and the onus of such rejection would be on the candidates. The Commission will not entertain any claims for such rejection.
- The candidates are advised to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet or website jam.
- Separate application should be submitted for each post in case the candidate applies for more than one post.
- The print out of the Application Form is not to be sent to the Commission.
- The GSSC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of the GSSC.

DOCUMENTS TO BE UPLOADED WITH ONLINE FORM

- Passport size photograph (scanned)
- Signature (scanned)
- Educational certificates (scanned)

PAYMENT OF FEES

The payment of Application fee shall be in the mode of e-payment only. The different modes of making e-payment of the Application Fee and their charges is under:

e-payment mode	Charges
Internet Banking	Nil
Debit Card	Nil
Credit Card	* as per rates specified by the Bank

- Once the application fee is paid, the process of submission of Form will be completed. Any change / editing of the application form shall not be allowed thereafter.
- Applications without the prescribed Application Fee mentioned above, shall be summarily rejected and no correspondence / representation will be entertained against the rejection.

ANNUAL REPORT

An Annual Report containing details of the work done by the Commission.

RESPONSIBILITY OF THE USERS

The Commission is committed to the goal of ensuring fair, efficient and impartial selection in the minimum feasible time. In order to achieve this objective, the Commission expects the candidates to scrupulously abide by the instructions contained in the advertisement of the Commission as also on the website of the Commission at <http://gssc.goa.gov.in.>, with regard to filling up the application forms.

WEBSITE

Information about various examinations conducted by the Commission, Advertisement, results of written examination etc is also available on the website of the Commission at <http://gssc.goa.gov.in>.

INFORMATION UNDER RTI ACT, 2005

For providing information to the members of Public under RTI Act 2005. The Public Information Officer (PIO) and Appellate Authority have been appointed by the Commission. Their names, designation, telephone numbers are given as under.

FIRST APPELLATE AUTHORITY

Under Secretary (GSSC)

Tel. No. (0832) 2437260

PUBLIC INFORMATION OFFICER

Head Clerk

Tel. No. (0832) 2437260

The same are also available on the website of the Commission at <http://gssc.goa.gov.in>