



USER MANUAL

APPLICATION FORM FILLING

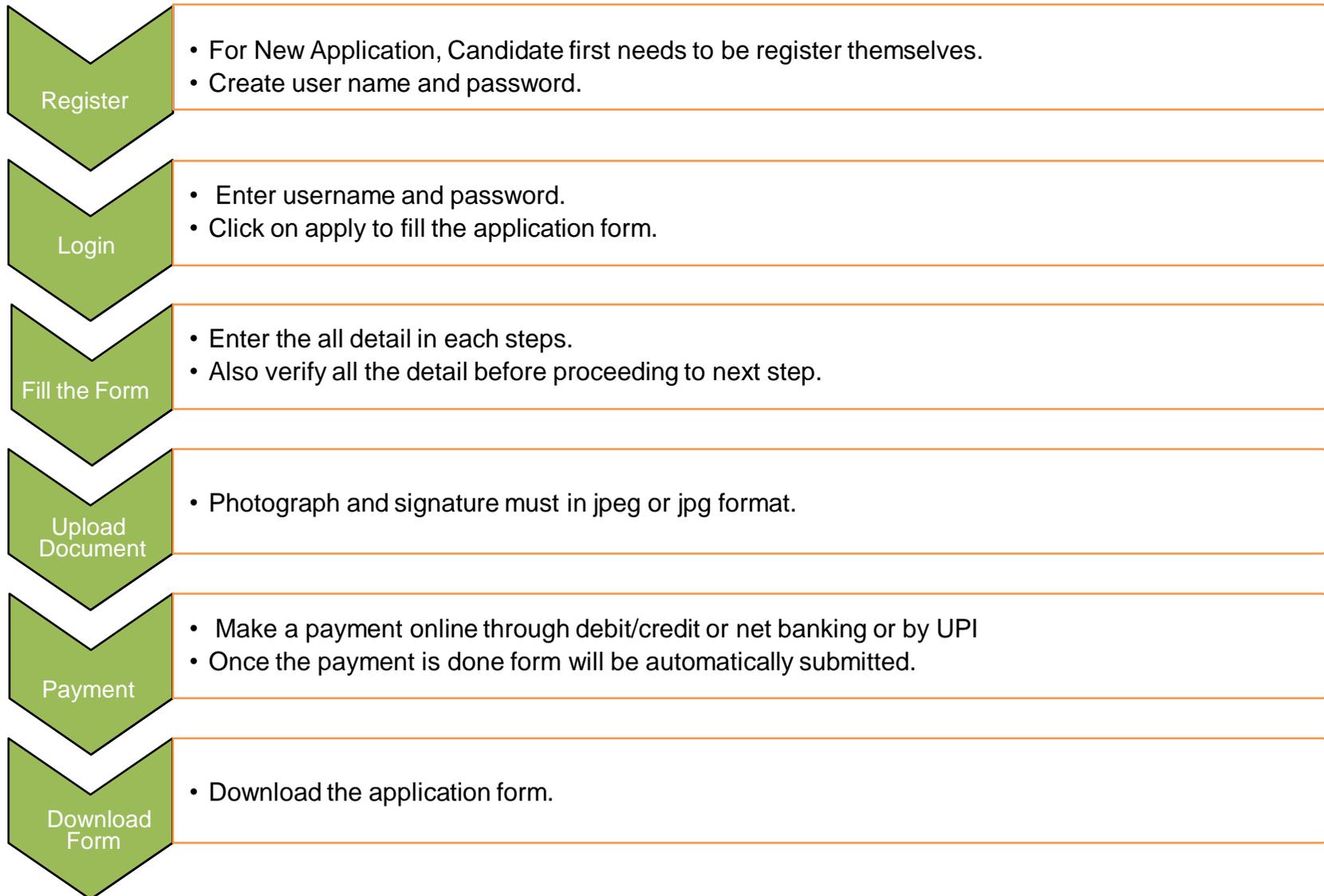


INSTRUCTIONS

1. Before filling the online application form, read the information booklet carefully.
2. Ensure you are eligible for the job before applying. Read all the job eligibility criteria (educational qualification, age, etc) carefully.
3. Fill in all the required fields accurately. Do not provide false information, as it can lead to legal consequences or rejection of your application.
4. Pay attention to formatting rules, such as date formats, phone numbers, and addresses. Use the same format consistently throughout the form.
5. Before submitting the application, review it one last time to make sure you haven't missed anything and that all information is accurate.

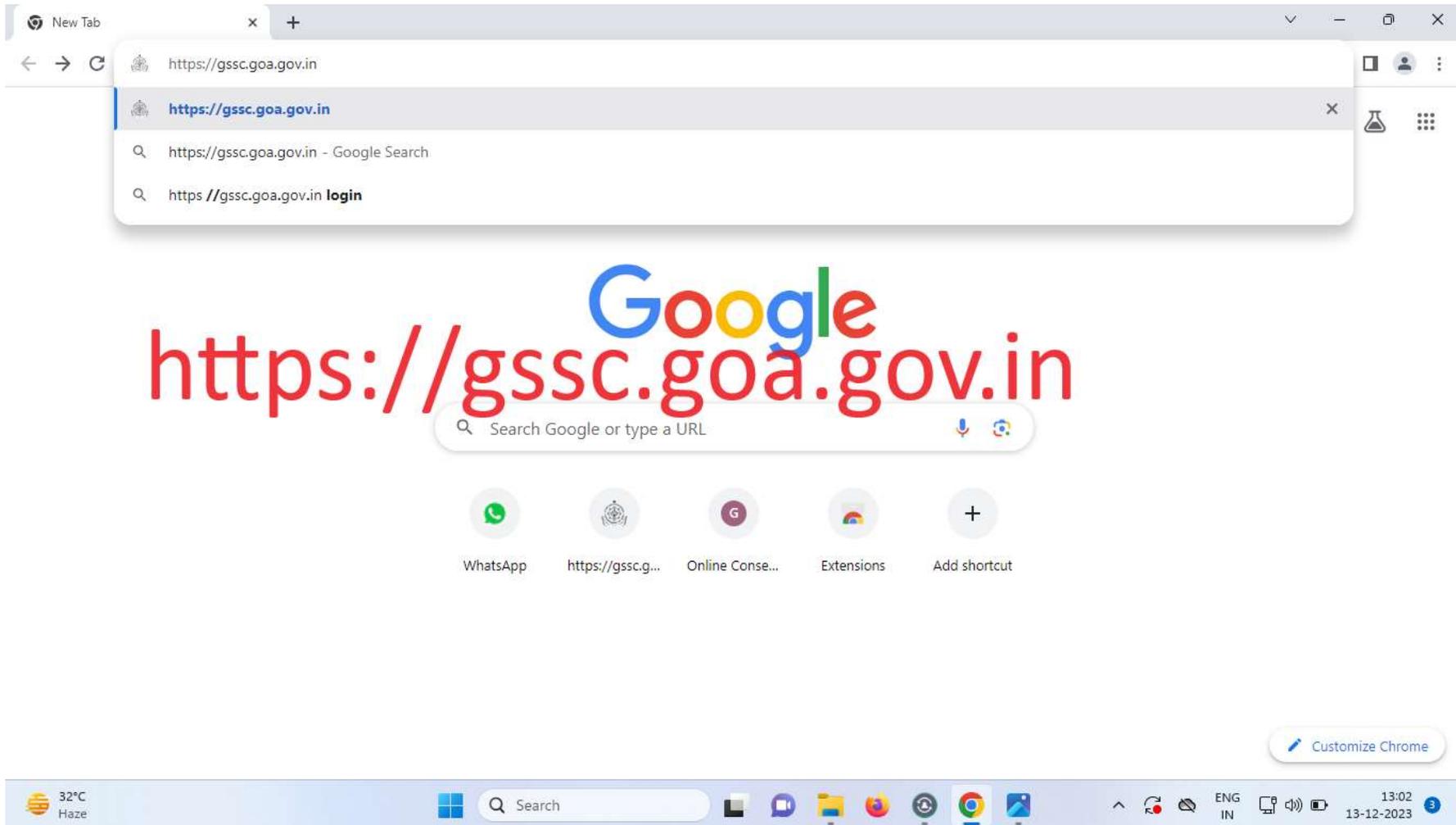


Steps to follow



Guidelines for Application Form Filling

Visit on <https://gssc.goa.gov.in>



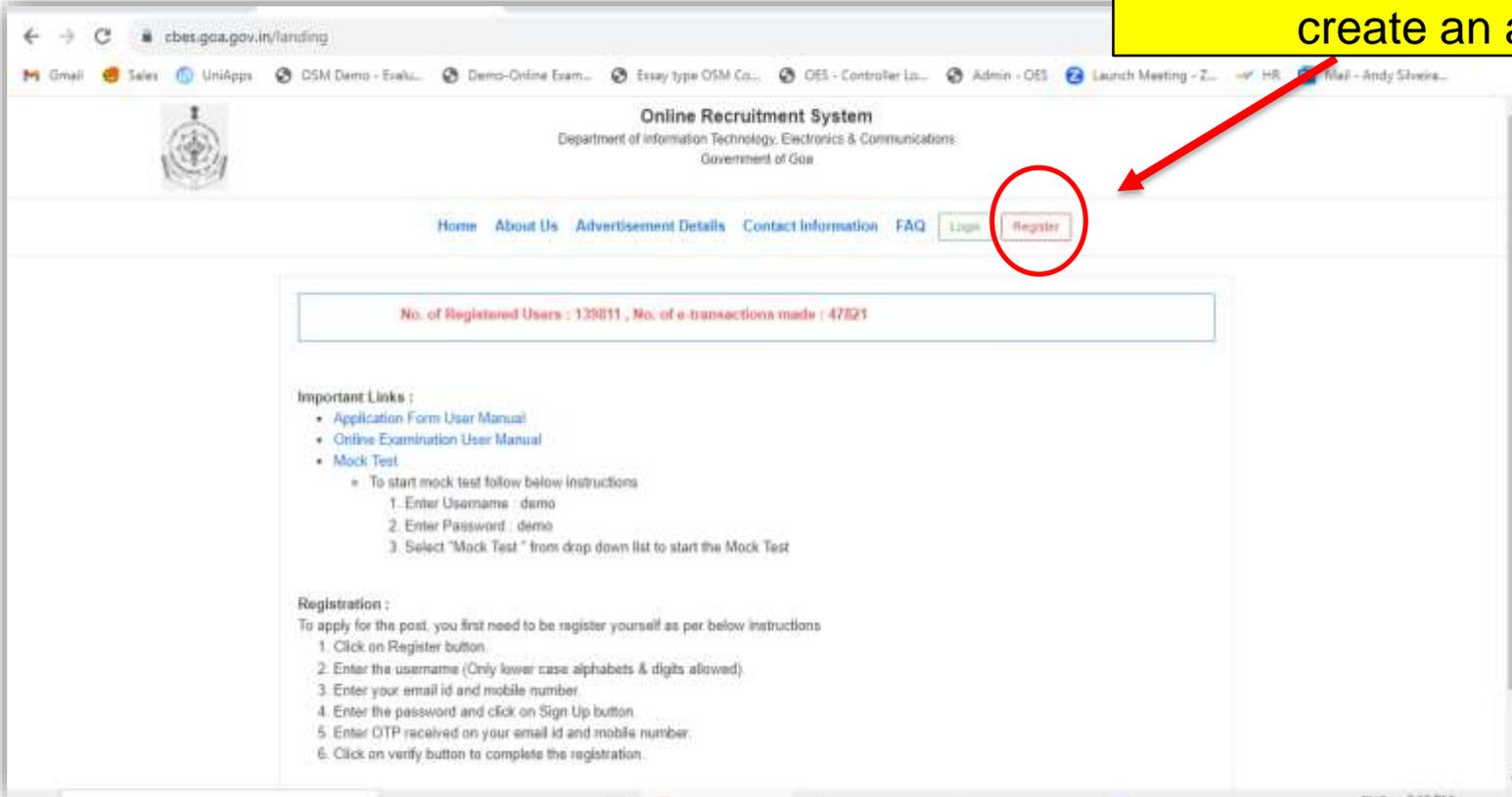
Click on Recruitment tab select candidate tab and thereafter select Apply Here

The screenshot shows the official website of the Goa Staff Selection Commission (GSSC). The browser address bar displays 'gssc.goa.gov.in'. The website header includes the text 'GOA STAFF SELECTION COMMISSION' and 'SKIP TO MAIN CONTENT [KONKANI] [MARATHI]'. The main banner features the GSSC logo, the text 'Goa Staff Selection Commission' and 'गोंय कर्मचारी निवड आयोग', and logos for '75 Azadi Ka Amrit Mahotsav' and 'G20'. A navigation menu is visible with options: Home, Commission, Legal, Recruitment, Citizen Charter, RTI, Contact Us, and Site Map. A dropdown menu is open under 'Recruitment', with 'Apply Here' highlighted in a yellow circle. Other options in the dropdown include 'Download Admit Card', 'Syllabus', 'Previous Question Papers', and 'Result'. The background of the page shows a modern building and a landscaped area with palm trees. At the bottom, the text 'GOA STAFF SELECTION COMMISSION' is displayed in large letters. The browser's address bar shows 'https://cbes.goa.gov.in/landing'. The Windows taskbar at the bottom indicates a temperature of 32°C, a search bar, and the date and time as 13:02 on 13-12-2023.



Home Page

Click on The Register Button to create an account



The screenshot shows the home page of the Online Recruitment System. The browser address bar displays cbes.goa.gov.in/landing. The page header includes the Government of Goa logo and the text "Online Recruitment System, Department of Information Technology, Electronics & Communications, Government of Goa". A navigation menu contains links for Home, About Us, Advertisement Details, Contact Information, FAQ, Login, and Register. The Register button is circled in red, and a red arrow points from the yellow instruction box to it. Below the navigation menu, a box displays statistics: "No. of Registered Users : 138011 , No. of e-transactions made : 47521". The page also features sections for "Important Links" and "Registration" instructions.

Important Links :

- [Application Form User Manual](#)
- [Online Examination User Manual](#)
- [Mock Test](#)
 - To start mock test follow below instructions
 1. Enter Username : demo
 2. Enter Password : demo
 3. Select "Mock Test " from drop down list to start the Mock Test

Registration :
To apply for the post, you first need to be register yourself as per below instructions

1. Click on Register button.
2. Enter the username (Only lower case alphabets & digits allowed).
3. Enter your email id and mobile number.
4. Enter the password and click on Sign Up button.
5. Enter OTP received on your email id and mobile number.
6. Click on verify button to complete the registration.



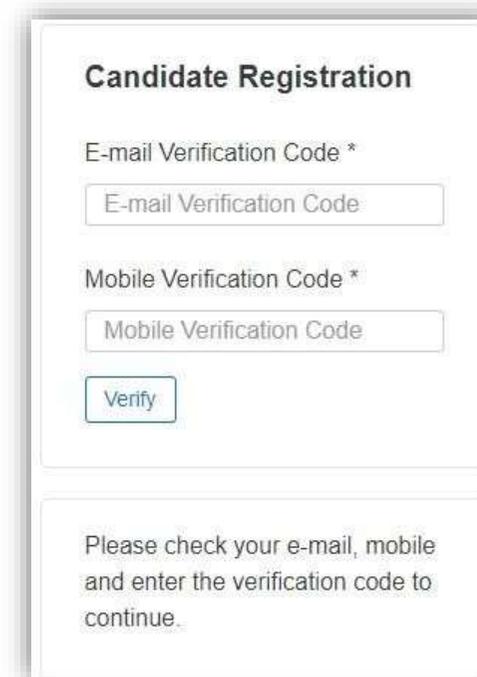
Registration

- For New Application the Candidate needs to first Register themselves.
- Create username and password.
 - Make sure the Username Should not contain any spaces



Candidate Registration

| | |
|--|---|
| Username * | <input type="text" value="Username"/> |
| E-mail * | <input type="text" value="E-mail"/> |
| Mobile * | <input type="text" value="Mobile"/> |
| Password * | <input type="password" value="Password"/> |
| Date of Birth * | <input type="text" value="YYYY-MM-DD"/> |
| <input type="button" value="Sign Up"/> | |



Candidate Registration

E-mail Verification Code *

Mobile Verification Code *

Please check your e-mail, mobile and enter the verification code to continue.

- After signing up, an OTP will sent to the mentioned E-mail ID and Phone Number. This is for verification purpose.
- Enter the verification code in the specified fields respectively.
- Now, Click on Verify.



Candidate Dashboard

- Enter Username and Password.
- Search your live Job Advertisement and Click on Apply Button.

Advertisement Name

01 YEAR 2023

Apply

Details

Department Name: GOA STAFF SELECTION COMMISSION
Post Name : Multi Tasking Staff
MaxAge : 45
Scale of Pay : Pay Matrix Level - 3

5 Post (resvd for : General)
4 Post (resvd for : OBC (Non Creamy layer))
3 Post (resvd for : SC)
2 Post (resvd for : ST)
1 Post (resvd for : EWS)
1 Post (resvd for : Ex Service Man)
1 Post (resvd for : PWD)

Essential : Test

Note :

- All Fields are mandatory.
- Verify all the detail before proceeding to next step.



Step1 : Personal Details

- Enter the First Name, Middle Name & Surname in the respective filed. The first name should NOT INCLUDE any prefix such as (Shri./Mr./Ms./Dr./Mrs. Etc).
- The Date of Birth Should be within the specified Age criteria. The System will automatically reject the application if the age does not match the eligibility.
- Calculate Age as on closing date of the application by clicking on **Calculate Age**.

Application No.: GSSCMTS012023000265 / Computer Based Examination System [Instructions](#)

#1 Personal Details → #2 Educational Qualification → #3 Work Experience & Other Details → #4 Documents Upload → #5 Online Payment → #6 Application Download

| PERSONAL DETAILS | |
|---|--|
| First Name (Please do not use any prefix such as Shri/ Mr./ Ms./ Dr./ Mrs. Etc.) * | <input type="text" value="First Name (Please do not use any prefix such as Shri/ Mr./ Ms./ Dr./ Mrs. Etc.)"/> |
| Middle Name / Husband Name | <input type="text" value="Middle Name / Husband Name"/> |
| Last Name * | <input type="text" value="Last Name"/> |
| Father's Full Name | <input type="text" value="Father's Full Name"/> |
| Date of Birth * | <input type="text" value="1990-11-08"/> |
| Age as on closing date of application | 33 year(s) 0 month(s) 7 day(s) Calculate Age |
| Gender * | <input type="text" value="Please select"/> ▼ |

- Select the Gender from the drop-down list (Male/Female/Others)



- Age as per relaxation type selected – By default the page will calculate the Age relaxation according to the categories. Then it will display the messages according to the conditions.
- Enter your Caste from the dropdown list, Mention Disability (If any)
- Enter the total number of years of experience working in government on a contract basis.
- Check age limit as per relaxation type selected.
- Nationality – Select the nationality from the dropdown list
- Mention Residing in Goa for last 15 years and Enter Employment Card Number

| | | |
|--|--|---------------------------------|
| Marital Status | Please select | ▼ |
| Caste Category (Valid Certificate issued by state of Goa only) * | Please select | ▼ |
| Are you a person with disability of 40% and above? * | Please select | ▼ |
| Government Servant * | Please select | ▼ |
| Are You An Ex-Servicemen? * | Please select | ▼ |
| Total years of experience working in government on a contract basis. | Total years of experience working in government on a contract basis. | |
| Age limit as per relaxation type selected | 45 Years | Check Age Limit |
| Nationality * | Please select | ▼ |
| Residing in Goa for last 15 years * | Please select | ▼ |
| EMPLOYMENT REGISTRATION DETAILS | | |
| Employment Card Number * | Employment Card Number | |



Communication Address:

- Enter the complete address as required in the fields. All Fields are mandatory.
- Kindly Note: All communication will be made on the mentioned address.
- Click on Save & Continue

| CONTACT DETAILS | |
|-------------------------------------|------------------------------|
| Mobile | 9000000000 |
| Email-Id | [REDACTED]c@goa.gov.in |
| PERMANENT ADDRESS | |
| Permanent Address | |
| House Name and No. * | House Name and No. |
| Ward / Wada Name and No. * | Ward / Wada Name and No. |
| Village / Town * | Village / Town |
| State * | Please select ▼ |
| District * | District |
| Taluka * | Taluka |
| Pin Code * | Pin Code |
| Save & Continue | |



Step 2: Educational Qualification

- Enter the Education Qualification as the per required field such as Degree, Exam passed, Name of Board/University, Subject taken for the examination, Month and year of passing, passing grade & scoring pattern. Click on Add More to add additional qualifications
- Extra Curricular Activities (IF ANY) can be mentioned
- Click on Save & Continue

Application No.: GSSCMTS012023000263 / Computer Based Examination System Instructions

#1 Personal Details → #2 Educational Qualification → #3 Work Experience & Other Details → #4 Documents Upload → #5 Online Payment → #6 Application Download

EDUCATIONAL QUALIFICATIONS

| Degree Level | Exam Pass | Other Exam Pass | Board / University | Subject of Specialization | Passing Month | Passing Year | Passing Grade | Scoring Pattern | |
|--------------|-----------|-----------------|--------------------|---------------------------|---------------|--------------|---------------|-----------------|---|
| SSC | | | goa | english | April | 2013 | First Cl: | CGPA 65 | x |
| H.S.S.C | hssc | | goa | science | April | 2015 | First Cl: | CGPA 63 | x |

[+ Add More](#)

EXTRA CURRICULAR ACTIVITIES

Extra Curricular Activities

[Add Extra Curricular Activity](#)

[Save & Continue](#)



Step 3: Work Experience & Languages Known

- Previous work experience (IF ANY) can be mentioned in the required fields.
- Mention Language Proficiency for all known languages.
It is Mandatory to Read/Write/Speak Konkani Language
- Click Save & Continue

Application No.: GSSCMTS012023000263 / Computer Based Examination System Instructions

#1 Personal Details → #2 Educational Qualification → #3 Work Experience & Other Details → #4 Documents Upload → #5 Online Payment → #6 Application Download

WORK EXPERIENCE

Do you have any previous work experience? *

Please click on the "Add More" button to enter your work experience.

Total work experience: 0 year(s), 0 month(s), 0 day(s) + Add More

LANGUAGE KNOWN

| | |
|-----------|---|
| English * | <input type="text" value="Please select"/> |
| Konkani * | <input type="text" value="Read/Write/Speak"/> |
| Marathi * | <input type="text" value="Read/Write"/> |
| Hindi * | <input type="text" value="Please select"/> |



Step 4: Documents Upload

- A candidate must upload the photograph and signature in **.jpeg or .jpg format Only**.
- Ensure the File Size must be less than 1MB.
- Read the Declaration and tick the check box to confirm
- Now click on save & continue.

Application No.: GSSCMT5012023000263 / Computer Based Examination System Instructions

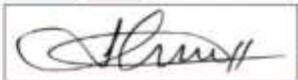
#1 Personal Details → #2 Educational Qualification → #3 Work Experience & Other Details → **#4 Documents Upload** → #5 Online Payment → #6 Application Download

PHOTO AND SIGNATURE

Photo (JPG)* Download Delete ft_photo.jpg



Signature (JPG)* Download Delete ft_signature.jpg



DECLARATION BY CANDIDATE

I, Nnn Nnn ssn/ daughter/ wife of Nnn Nnn age 33 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.

Save & Continue



Step 5: Online Payment

- Click on Initiate Payments Button.

Application No.: GSSCMTS012023000263 / Computer Based Examination System [Instructions](#)

#1 Personal Details → #2 Educational Qualification → #3 Work Experience & Other Details → #4 Documents Upload → #5 Online Payment → #6 Application Download

PAYMENT

Total Amount to be paid (₹) [Pay Rs](#)

PAYMENT HISTORY

Payment History ◀ < > ▶▶ (1 - 1 of 1)

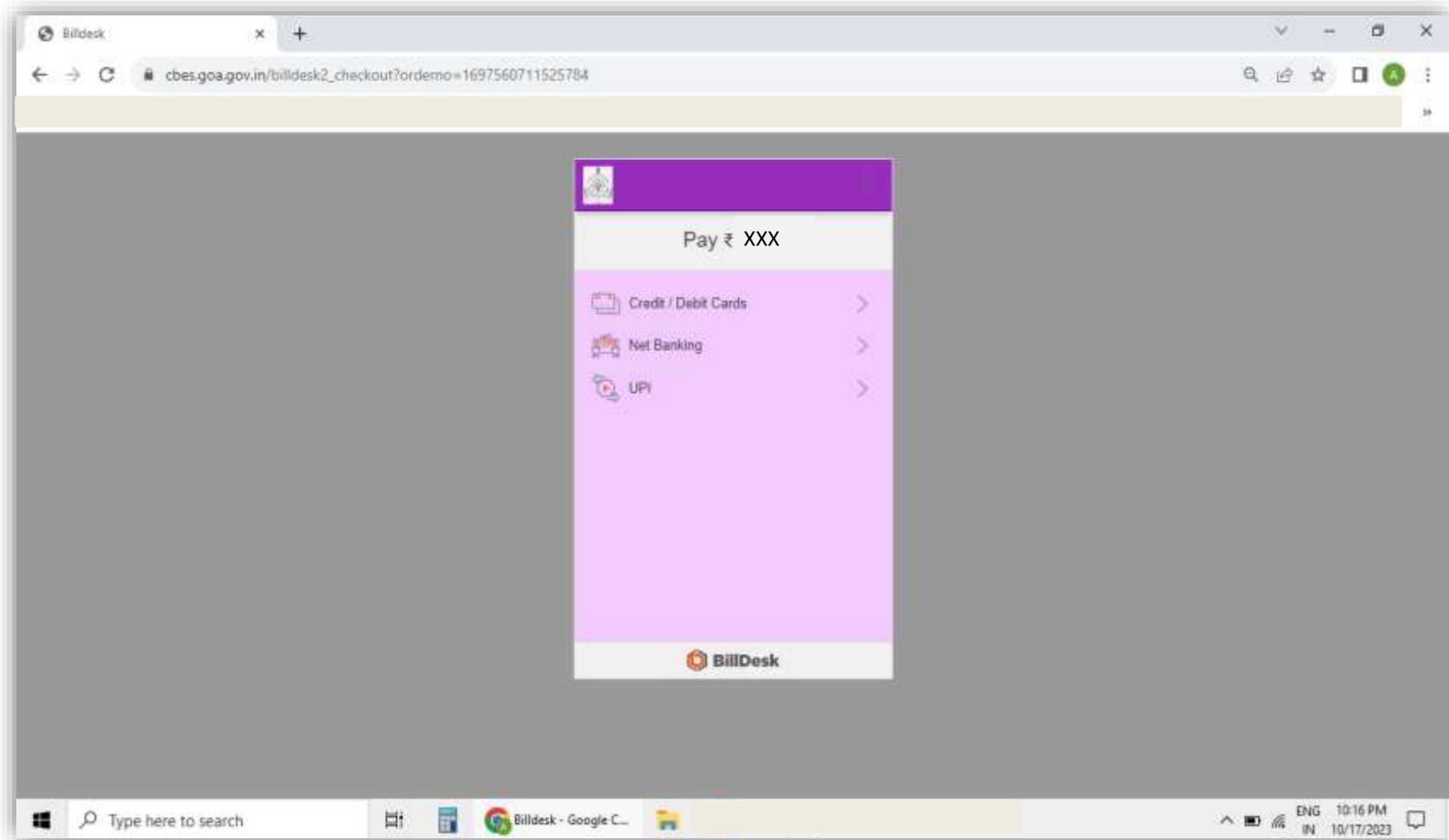
| Payment Id | Created On | Transaction Date | Amount (Rs.) | Status |
|------------|------------|------------------|--------------|--------|
| | | | | |

◀ < > ▶▶ (1 - 1 of 1)



Step 5: Online Payment: Select Payment Options

- Select your desired Online Payment option via debit/credit Cards, internet banking or UPI.



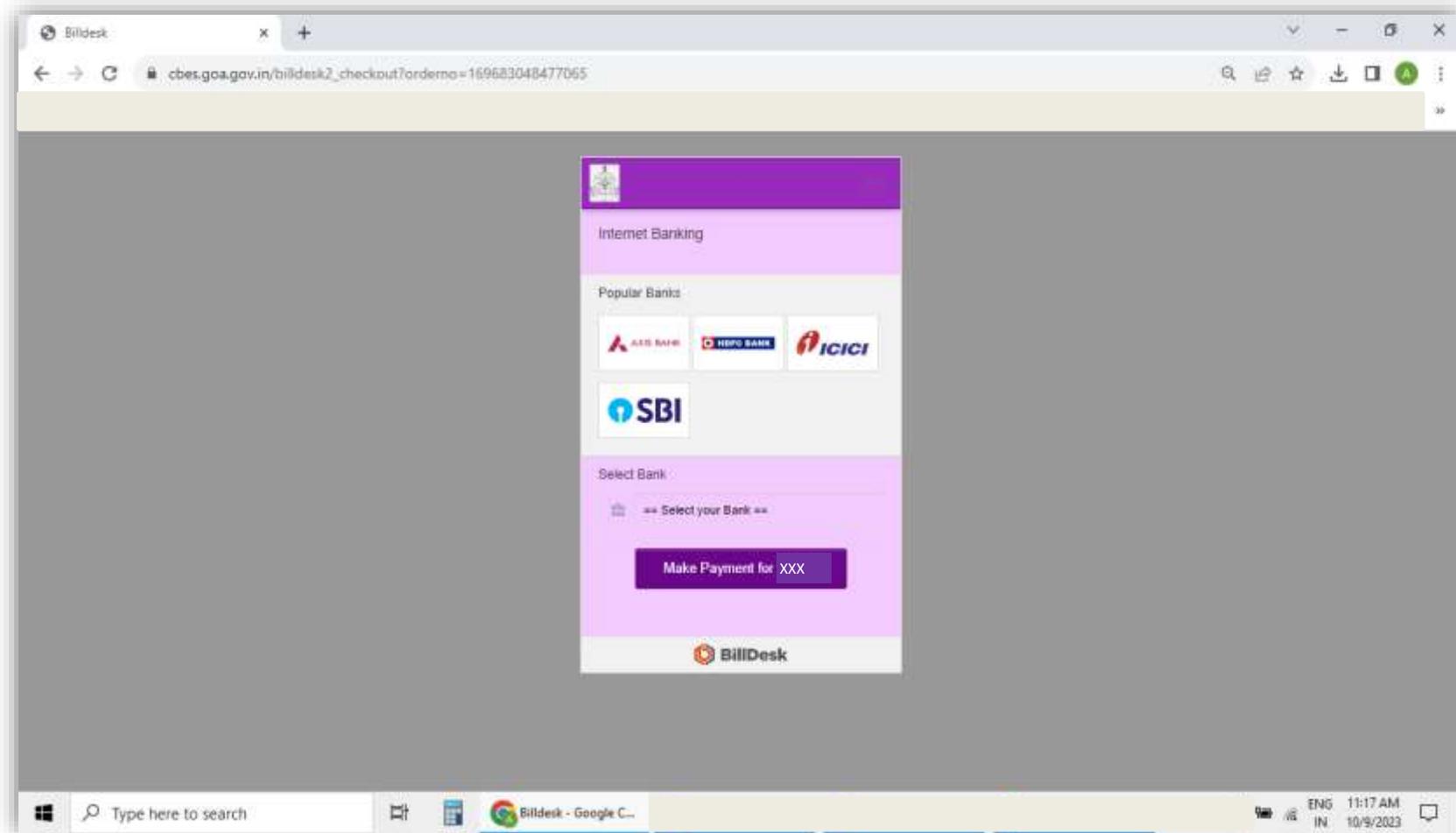


Credit/ Debit Card – Payment Mode

The screenshot shows a web browser window with the address bar displaying "cbes.goa.gov.in/billdesk2_checkout?orderno=1696830334383103". The main content area features a purple-themed payment form titled "Cards". The form includes fields for "Card Number", "Expiration Date" (MM/YY), and "CVV/CVC". Below these fields is a "Card Holder Name" field. A prominent purple button labeled "Make Payment for XXX" is positioned below the form. The BillDesk logo is visible at the bottom of the form. The Windows taskbar at the bottom shows the search bar, task view, and system tray with the date and time "11:16 AM 10/9/2023".

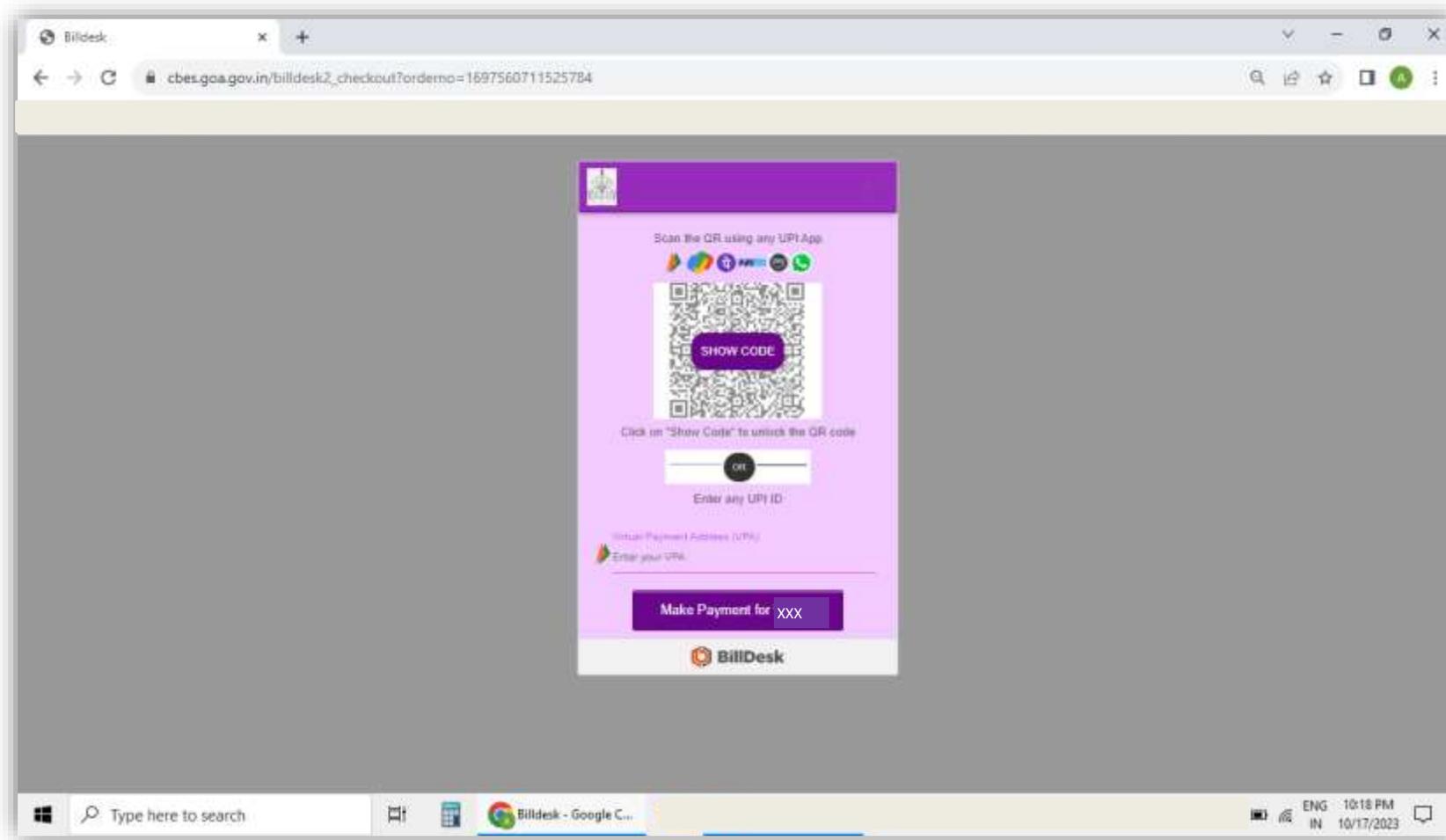


Internet Banking – Payment Mode





UPI – Payment Mode





Step 6: Application Download

- On successful payment, you will enter the Application Download stage.
- Click on Download Button to download your application form

Application No.: 2020000024 / Computer Based Examination System Instructions

#1 Personal Details → #2 Educational Qualification → #3 Work Experience & Other Details → #4 Documents Upload → #5 Online Payment → #6 Application Download

FORM

Form State * Submitted

Download Form Download

A screenshot of a web application interface. At the top, it displays the application number and a title. Below this is a horizontal flowchart with six steps: #1 Personal Details, #2 Educational Qualification, #3 Work Experience & Other Details, #4 Documents Upload, #5 Online Payment, and #6 Application Download. The #6 step is highlighted in blue. Below the flowchart is a section titled 'FORM'. Under 'FORM', there is a 'Form State *' field with the value 'Submitted'. Below that is a 'Download Form' section containing a 'Download' button. A red arrow points from the '#6 Application Download' step in the flowchart to the 'Download' button.



Download application form

Computer Based Examination System
GOA STAFF SELECTION COMMISSION

FORM

Username * gssc_user1
 Post Name * Multi Tasking Staff
 Department Name * GOA STAFF SELECTION COMMISSION
 Last Date of Application * 15-11-2023
 Application ID * GSSCMTS012023000263
 Photo (.JPG)* 
 Signature (.JPG)* 

PERSONAL DETAILS

First Name (Please do not use any prefix such as Shri/ Mr/ Ms./ Dr/ Mrs. Etc.) * nnn
 Middle Name / Husband Name nnn
 Last Name * nnn
 Father's Full Name nnn
 Date of Birth * 1990-11-08
 Age as on closing date of application 33 year(s) 0 month(s) 7 day(s)
 Gender * Male
 Marital Status Married
 Spouse Full Name nnn
 Caste Category (Valid Certificate issued by state of Goa only) * OBC (Non Creamy layer)
 Are you a person with disability of 40% and above? * No
 Government Servant * No
 Are You An Ex-Serviceman? * No
 Total years of experience working in government on a contract basis. 4
 Age limit as per relaxation type selected 49 Years
 Nationality * Indian
 Residing in Goa for last 15 years * Yes
 Residence Certificate Valid Upto * 2023-07-11

EMPLOYMENT REGISTRATION DETAILS

CONTACT DETAILS

Mobile 9000000000
 Email-Id secretary.gssc@goa.gov.in

PERMANENT ADDRESS

Permanent Address
 House Name and No. * nnn
 Ward / Wada Name and No. * nnn
 Village / Town * nnn
 State * Goa
 District * North Goa
 Taluka * Tiswadi
 Pin Code * 403001

EDUCATIONAL QUALIFICATIONS

| Degree Level | Exam Pass | Other Exam Pass | Board / University | Subject of Specialization | Passing Month | Passing Year | Passing Grade | Scoring Pattern |
|--------------|-----------|-----------------|--------------------|---------------------------|---------------|--------------|------------------|-----------------|
| SSC | | | goa | english | April | 2013 | First Class CGPA | 85 |
| H.S.S.C | hssc | | goa | science | April | 2015 | First Class CGPA | 83 |

EXTRA CURRICULAR ACTIVITIES

Extra Curricular Activities

WORK EXPERIENCE

Do you have any previous work experience? * Yes
 Please click on the "Add More" button to enter your work experience.
 Total work experience: 0 year(s), 0 month(s), 0 day(s)

LANGUAGE KNOWN

English * Read
 Konkani * Read
 Marathi * Read
 Hindi * Read

DECLARATION BY CANDIDATE

* I Nnn Nnn son/ daughter/ wife of Nnn Nnn age 33 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.

Signature* 