

Instructions to Candidates

Candidates must read all the instructions given below carefully before filling of the application form. The form must be filled strictly in accordance with the instructions given below. 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 after such rejection.

1. APPLICATION FORM

- a) The applicant should visit the Goa Staff Selection Commission web site <https://gssc.goa.gov.in> and should register himself/herself. The applicant should note down the computer generated User ID and Password for future use. Once the registration is complete the applicant may proceed to fill the application form online.
- b) Before filling the application, the applicant shall scan the self - passport size photograph and his/her signature in jpeg or jpg format with size less than 1MB.
- c) Separate application should be submitted for each post, in case the candidate applies for more than one post.
- d) The Commission shall not accept application form in any other mode other than online.

2. FILLING UP OF THE APPLICATION FORM

- a) All the columns/items to be filled as per the options provided therein. No item should be left blank or wrongly filled, as the information furnished therein would be used for deciding the eligibility and suitability of the candidates for recommending the candidature.
- b) In application form under Educational Qualifications, candidates shall clearly mention the percentage (%) of marks obtained in the respective examination in column "Percentage of marks". In case of grading in CGPA/GPA/SGPA etc, the

percentage of marks shall be worked out according AICTE/UGC approved table of equivalence which is mentioned below. “Failing to comply to these instructions may result in rejection of candidature”.

Grade Point	Percentage
6.25	55%
6.75	60%
7.25	65%
7.75	70%
8.25	75%

c) Candidates should ensure that they possess all certificates of their Educational Qualifications, Experience etc. with them in original on the date of application. It should also be ensured that the Caste Certificate is valid on the last date of receiving application.

d) The printout of the application form is **not to be sent** to the Commission.

e) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid possibility of disconnection/inability /failure to log on to the website on account of heavy load on internet or website jam.

f) The GSSC does not assume any responsibility for the candidates not being able to submit their applications before the last date on account of aforesaid reasons or for any other reasons beyond the control of the GSSC.

g) The Candidates should ensure that they have filled in all the details with respect to their qualifications and experience in the online application form as per the essential requirements of the post. No additional information will be accepted in hard form once the application is submitted and if the candidate desires to upload additional information she/he has to apply once again within the due date for submission of application for that particular position.

h) In case candidate faces difficulties in the following:

- i. Submission of online application on web portal
- ii. Payment of application fees

They may contact on 8530499686 and/or mail the query to goacbes-support@gov.in

No phone calls or emails from candidates will be entertained on Commission's office phone number or official email id.

3. APPLICATION FEE:

The application fee for various categories of candidates shall be as under:

Category	Fees (in Rs.)	
	Level 1 to 3 of CCS Revised pay Rules 2016	Level 4 and above of CCS Revised pay Rules 2016
Un Reserved(UR)	200	400
SC,ST	50	100
OBC	100	200
PwD	50	100
EWS	100	200

The candidate is required to pay the fees as specified above, failing which the candidature shall be rejected.

- a) After filling the application form online, the candidate should upload his/her passport size photograph and signature as instructed. The different modes for making payment of the application fee and their charges shall be as under:-

Mode	Charges
Internet banking	Nil
Debit Card	Nil
Credit Card	Charges as specified on payment gateway
UPI	Nil

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.

- b) Application without the prescribed application fee, in the manner narrated above shall be summarily rejected and no correspondence/representation will be entertained against the rejection.
- c) The Application fee paid by the candidate is non refundable.

4. DOCUMENTS TO BE UPLOADED WITH ON-LINE APPLICATION FORM.

- (a) Passport size photograph (scanned) in jpeg or jpg formats only with size less than 1MB
- (b) Signature (scanned) in jpeg or jpg formats only with size less than 1MB

5. AGE RELAXATION

Sr. No.	Category	Age Relaxation
a.	SC/ST	05 years
b.	OBC	03 years
c.	PwD	10 years
d.	PwD+ST/SC	15 years subject to maximum age of 56 years
e.	PwD+ OBC	13 years subject to maximum age of 56 years
f.	Government servant	upto 5 years as per the instructions issued by the Government from time to time.
g.	Government servant+ SC/ST	upto 10 years as per the instructions issued by the Government from time to time.
h.	Contract Employees working in various Government Departments.	Total contract service in Government Department subject to maximum of 5 years.

- In case of Person with Disability, relaxation in age-limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified as suitable for persons with disabilities.
- If a person with disability is entitled to age relaxation by virtue of being a Departmental employee, the same will be admissible either as a 'person with

disability' or as a 'Departmental employee' whichever may be more beneficial to him/her.

6. APPLICATION FROM 'IN SERVICE' CANDIDATES.

A) Where Government servants apply directly to GSSC, as in the case of direct recruit, they must immediately inform the Head of their Office/Department giving details of the examination/post for which they have applied, requesting him to communicate his permission to the Commission directly. If, however, the Head of the Office/Department considers it necessary to withhold the requisite permission, he should inform the Commission accordingly within thirty days of the date of closing for receipt of applications. In case conditions warrant withholding of application by the Head of Department, the GSSC should be immediately informed of this fact and not later than 30 days of the last date of receiving of applications. It should also be made clear that in the event of actual selection of Government servant, he would not be relieved for taking up the appointment, if the charge-sheet/prosecution sanction is issued or a charge-sheet is filed in a court for criminal prosecution, or if the Government servant is placed under suspension.

B) When once the Administrative Authority has forwarded an application, it is mandatory that the Government employee concerned should be released to take up the new appointment. However, where subsequent to the forwarding of the application, but before selection if exceptional circumstances arise in which it may not be possible to release the official, the fact should be communicated to the Commission as well as to the official concerned. The decision not to release an official should be taken only where the circumstances referred to above are really exceptional.

7. RESERVATION BENEFITS

(a) Reservation benefits will be available to the SC/ST/OBC/EWS/PwD/Ex-Servicemen & other special category candidates in accordance with the extant Instructions / Orders / Circulars issued from time to time by the Government of Goa. The candidate has to select the particular category when applying to the post online. No request for change of Category will be entertained at any later stage.

(b) The Commission makes selection of candidates in pursuance to the vacancies reported by the Appointing Authority for various posts. The Commission does not have any role in deciding the number of vacancies of any Appointing Authority. Implementation of reservation policy, maintaining reservation roster and

earmarking of vacancies amongst different categories fall under the domain of the Appointing Authority.

(c) The cutoff date will be the closing date of application for ascertaining the eligibility of the Candidates for extension of any benefits wherever applicable.

(d) The Communities notified by Government of Goa will be given the benefit of reservation/age relaxation under OBC category.

(e) A candidate belonging to SC/ST/OBC who is provisionally recommended on the same standard as applied to unreserved category candidates and who appears in the combined merit list is treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. Only such SC/ST/OBC candidates who are selected on the same standard as applied to unreserved candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification etc., the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

8. ELIGIBILITY CRITERIA

(a) The candidate must be resident of State of Goa for last **15 years** and should possess certificate issued by Competent Authority.

(b) The candidate must be eligible in terms of age, educational qualifications, experience etc. as per Recruitment Rules for the post in which he/she intends to apply.

(c) The educational qualification, age, experience etc. as stipulated in advertisement shall be determined as on last date of application.

9. SELECTION PROCESS

(a) The Commission will shortlist the candidates on merit, based on marks obtained by each candidate in examination for each post.

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

(c) The Commission will 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 will be reduced to that extent. In case, candidate under these categories is not available, the number of such advertised vacancies will 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.

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

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

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

(g) The Commission in addition to the select list will 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 will 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 or is ineligible for appointment to such post.

(h) The wait list of the posts of the previous recruitment will 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.

10. PLACEMENT OF CANDIDATES

(a) The placement of the candidates in different Departments will 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.

(b) 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 Appointing Authority.

11. CALLING ADDITIONAL DOCUMENTS /DETAILS

The Commission may in its discretion call for further details from the candidate after receiving the application and unless such details are supplied within given time and to the satisfaction of the Commission.

12. SOLICITING AND CANVASSING

Soliciting or canvassing in any form or influencing the Commission in any manner by a candidate shall disqualify the candidate and the decision of the Commission in this respect shall be final.

13. WARNING AGAINST MISCONDUCT

Do not furnish false particulars or information. Do not suppress any material information. Do not create, fabricate, alter or tamper with any of the document or with the attested copy submitted. In case the candidate is known by different names / surnames, he / she should produce suitable proof such as marriage certificate or divergence certificate from the Competent Authority. A candidate who is or has been found by the Commission to be guilty of obtaining support of his candidature by any means, or of impersonation, or of procuring or submitting fabricated documents or documents which have been tampered with, or of making statements which are false or of using unfair means during a test, or of writing

irrelevant matters including obscene language or pornographic matter in the answer papers or of misbehavior in any manner in the examination hall or of harassing or doing bodily harm to the staff employed by the Commission/or its agency for the conduct of test or of attempting to commit or abetting the Commission of all or any of the acts specified above, may, in addition to rendering himself / herself liable to face criminal prosecution, be liable:

a) to be disqualified by the Commission for selection for the post for which he / she is an applicant; or

b) to be debarred either permanently or for a specified period from any examination or selection held by the Commission; or

c) for recommending disciplinary action under the appropriate rules, if he / she already is in Government service.

14. CALL FOR EXAMINATION/SKILL TEST/PHYSICAL ENDURANCE TEST NOT TO MEAN SELECTION

It is the responsibility of the candidate making application for the post to verify himself/herself that he/she possess the required essential qualification prescribed for the post. Merely receipt of intimation for appearing for examination does not constitute that the candidate is eligible for the post. If at any stage, it is found that the candidate does not possess the essential qualification, his candidature will be treated as cancelled.

15. COMMISSION'S DECISION WILL BE FINAL

Decisions taken by the Commission in regard to recommendation are final and no correspondence / representation in this regard will be entertained from the candidate. The Commission does not enter into enquiries / correspondence with the candidates about reasons for their non- selection for examination / appointment, etc.

16. APPOINTING AUTHORITY

The appointing authority for the posts advertised by the Commission is the concerned Head of the Department and not the Commission. The Commission only recommends to the Department the name / s of candidate / s selected by it. Hence,

the Commission will not entertain any enquiry / correspondence from any candidate in regard to the appointment given or to be given, or in regard to the terms of appointment.

17. MEDICAL FITNESS

Recommended candidates are subject to medical test prescribed by the Government, before their appointment. If he / she is found to be medically unfit for the post, he / she will not be eligible for appointment by the Appointing Authority though recommended by the Commission.

18. ANTECEDENTS & GENUINENESS OF CERTIFICATES

Recommended candidates are subject to enquiry by the Appointing Authority into their antecedents and verification of the genuineness of the certificates of qualifications, before their appointment.

19. JOINING TIME

The candidate recommended for a post and required to join duty should report for duty within the specified time 'as per the appointment order from the Appointing Authority. The period of joining time to be allowed to the candidate will be at the discretion of the Appointing Authority.

20. ELIGIBILITY OF THE CANDIDATES BELONGING TO SCHEDULED CASTES, SCHEDULED TRIBES AND OTHER BACKWARD CLASSES. (SC & ST & OBC)

Candidates claiming to be belonging to Scheduled Castes / Scheduled Tribes/Other Backward Classes should follow the Notifications issued by the Government of Goa from time to time in respect of the inclusion of his / her caste/Community in the SC / ST / Other Backward Classes category and for the purpose of obtaining caste certificate from the competent authority in the prescribed form. (Producing false/forged Caste/Community Certificates is a serious offense)

21. ELIGIBILITY OF THE CANDIDATES WHO ARE PERSON WITH DISABILITY (PwD)

Candidates claiming to be Person with Benchmark Disability (PwD) should follow the Notifications issued by the Government of Goa from time to time in respect of

the inclusion of the type of PwD permitted for the post and for the purpose of obtaining suitable certificate from the competent authority in the prescribed form.

22. ELIGIBILITY OF THE CANDIDATES WHO ARE EX-SERVICEMEN

Candidates who are Ex-Servicemen are required to produce certificates from Regional Sainik Board or any other competent authority in the prescribed form in support of their claim.

23. ELIGIBILITY OF THE CANDIDATES WHO ARE CHILDREN OF FREEDOM FIGHTERS

Candidates who are Children of Freedom-Fighters are required to produce certificates from competent authority in the prescribed form in support of their claim.

24. The post/s reserved for Scheduled Castes or Scheduled Tribes, Other Backward Classes, PwD, Ex-Servicemen and Children of Freedom-fighters will be advertised once or more than once depending on the policy of the Government and instructions issued in this regard from time to time.

IMPORTANT NOTE:

The provisions relating to the rejection of application, here before, on different counts are intended to ensure that applications forwarded are complete and perfect and to avoid inconvenience and injustice that may be caused to any candidate forwarding a complete and perfect application.

The decision of the Commission in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centers and preparation of merit list & post allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

Disclaimer:- The vacancy notice is based on the requisitions received from the Appointing Authority. The essential qualifications have been given as prescribed in the Recruitment Rules of the posts provided by the Appointing

Authority. In case of any typographical error, the recruitment will be strictly as per the Recruitment Rules only.
