



Goa Staff Selection Commission

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

Website: gssc.goa.gov.in

ADVERTISEMENT NO.3 OF YEAR 2024

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.

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(Shashank V. Thakur)
Secretary (GSSC)