



Goa Staff Selection Commission

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

No.1/32/2025-GSSC/303

Dated: 17/06/2025

VACANCY CIRCULAR

Read: - Vacancy Circular No. 1/32/2025-GSSC/288 dated 28/05/2025

Sub: -Filling up of Post of Head Clerk in the Goa Staff Selection Commission on Deputation basis from the State Government Departments.

The Goa Staff Selection Commission had invited applications for filling up of post of Head Clerk on deputation basis vide Vacancy Circular No. 1/32/2025-GSSC/288 dated 28/05/2025, wherein, last date to submit applications to this Commission is 18/06/2025.

2. Now, it has been decided to extend the time to submit applications in prescribed proforma (Annexure-I) so as to reach this office on or before **25/06/2025**.

3. All the Head of Departments are requested to give wide publicity to this vacancy circular amongst Officials/Staff under their administrative control and to submit applications in the prescribed proforma (Annexure-I) along with the relevant documents, if any, of the officials, who can be deputed in the event of their selection. Applications received after the last date or otherwise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the applicant are correct and no disciplinary proceedings are either pending or contemplated against him/her.


17/06/25
(Amitesh Shirvoikar)
Under Secretary - I

To,

1. All the Head of Departments.
2. Guard file.
3. O/C.

ANNEXURE-I

Through Proper Channel

From:
Address:
Date:

To,
The Secretary,
Goa Staff Selection Commission
6th Floor, 3rd Lift, SPACES Building,
Patto Plaza, Panaji-Goa

Sub: Application for the Post of Head Clerk.

Sir,

With reference to your Vacancy Circular No.1/32/2025-GSSC/303 dated 17/06/2025 hereby express my willingness to work on deputation basis on the post of Head Clerk and hence submit my application with the below mentioned details:

1. Name (in Block Letter):
2. Address:
3. Date of Birth:
4. Date of entry into service:
5. Date of retirement:
6. Educational Qualification:
7. Experience possessed:
8. Date of employment (in chronological order):

Name of Department	Post held on regular basis	Period of the post held	Pay Level/Pay Band+ Grade Pay	Nature of duties handled

DECLARATION

I have perused the Vacancy Circular and I am aware that the information furnished by me will also be assessed by the Selection Committee at the time of selection for the post. The Information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date:

(Signature of the Candidate)

Name:
Address:
Mob. No:
Email: