



Goa Staff Selection Commission

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Website: gssc.goa.gov.in

Dated: 04/12/2025

Standard Procedure of Short Listing the Candidate/s

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 candidates belonging to PwD category will be allowed Compensatory time of 25 minutes in CBT examination having 75 minutes duration and 35 minutes having 100 minutes duration.
5. If two or more candidates secure equal marks in the CBT 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. And in case the date of birth is also same, then the candidate possessing higher educational qualification will be placed higher in the merit list.
6. In case of two tier CBT, CBT-I will be for short listing/screening only and final selection/recommendation of candidates to the department shall be on the basis of marks obtained in CBT-II examination only.
7. The Commission may conduct common CBT for the posts depending on the requirement of posts advertised.

8. In case Commission conducts common CBT for more than one post, the candidate has to apply for each of such post separately in the concerned category to be considered for that post in the respective category. The Candidate has to appear in only one batch of CBT-I to be considered for all such posts. In case, the candidate appears for more than one batch of CBT I, his marks/score of the first attempt shall be considered valid.
9. The Commission will shortlist candidates multiple times the number of posts in each category/sub-category for CBT II depending on the requirement of such post. The ratio will be specified in the advertisement.
10. In respect of posts requiring Physical Standards or Endurance Test (PET) as per recruitment rules, the commission shall either by itself or through any Department or any other agency or through any committee of officers as may be constituted by it, conduct PET. The Candidates who clear PET will be allowed to appear for CBT II Examination.
11. In respect of posts requiring Skill Test as essential qualification, the commission shall either by itself or through any Department or any other agency or a committee of such officers as may be constituted by it, conduct Skill Test. The Commission shall decide the sequence of conducting Skill Test and the decision of the Commission shall be final. The Candidates qualifying the Skill Test shall be recommended based on the merit decided by the CBT Examination.
12. The marks scored in the PET or Skill Test shall not be considered for drawing the merit and it will be only qualifying in nature.
13. Where candidates have applied for different posts having same/similar qualification as educational qualification requirement, the CBT II of all such posts may be common and may be held in one batch. After the final results, the Commission may decide to allow the candidates to exercise the choice to opt for the post based on the eligibility. Option once exercised shall be final and no further change shall be allowed. The Commission shall thereafter, recommend the candidates for each of these posts, based on merit.
14. The Commission shall first proceed to shortlist candidate belonging to Persons with Benchmark Disability (PwD) category/ Ex-Serviceman category/ Meritorious Sportspersons category, based on merit for the posts which are reserved for PwD/ Ex-Serviceman/ Meritorious Sportspersons category. 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 Sections (EWS). The vacancy in this category shall be reduced to that extent. In case, the candidate under a particular PwD / Meritorious Sportspersons category is not available, the number of such advertised vacancies shall be deducted from the unreserved category.

In case no candidate from the Ex-servicemen category is found available, then the said vacancies may be filled by the available meritorious candidate/s.

15. The Commission shall then proceed to shortlist candidates of unreserved category as per the descending order of marks as per the CBT I/ CBT II as the case may be. The candidates so shortlisted shall be adjusted against the unreserved category and accordingly the vacancies in Unreserved category shall be reduced to that extent.
16. In case the candidates belonging to reserved category, who by virtue of their merit as per the CBT I/ CBT II 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.
17. 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, SC, ST, EWS categories according to descending order of merit as per CBT I/ CBT II. The candidates so shortlisted shall be adjusted against the respective reserved category and accordingly the vacancies under such respective reserved category shall be adjusted to the extent till all the vacancies 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.
18. The Commission shall also prepare a Wait list upto 40% of the vacancies or five candidates, whichever is higher for each post in descending order of merit subject to their category/sub category.
19. The wait list of the posts of the previous recruitment shall 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.
20. As per Regulation 15 of the Goa Staff Selection Commission (Examinations, Selection of Candidates to the sub-ordinate services/posts and procedure of conduct of the business of the Commission) Regulations, 2023, the placement of the candidates in different departments shall be based on the 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 departments forming part of recruitment process in each category with selected candidates arranged serially in descending order of merit. 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 Department.

21. This will be applicable to the posts where the nomenclature of the posts, level of the posts and the essential qualification of the posts as per the recruitment rules are common.
22. The recommendation of the candidates is subject to verification of essential qualification documents, including registration in Employment Exchange, Goa and other requisite document by the concerned HoD of the department.
