



# **GOA PUBLIC SERVICE COMMISSION**

## **CITIZEN CHARTER**

EDC House,  
Block 'C', 1<sup>st</sup> Floor  
Dada Vaidya Road, Panaji,  
Goa – 403001.

## **BRIEF HISTORY**

- The foundations for the establishment of a Public Service Commission have been laid in Article 315 to 323 of the Constitution of India.
- In terms of Article 315 of the Constitution of India, the Government of Goa established Goa Public Service Commission on the 1<sup>st</sup> Anniversary of the statehood of Goa on 30<sup>th</sup> May 1988 to discharge the functions and responsibilities incorporated in Article 320 and other relevant articles of the Constitution of India.
- The Government of Goa has issued the Goa Public Service Commission (Exemption from Consultation) Regulations, 1988 under Article 320 of the Constitution.
- The Goa Public Service Commission has to work within the scope of the respective articles of the constitution of India. It has to take all the necessary steps to assess the suitability of candidates for vacant post proposed to be filled in.
- The Management of the Commission is regulated within the framework of the Goa Public Service Commission (Members and staff) (Conditions of Service) Regulation, 1988.

## **PREAMBLE**

The Goa Public Service Commission is a Constitutional Body established under Article 315 of the constitution of India. The Commission consists of a Chairman and two Members.

## **THE MANDATE OF GOA PUBLIC SERVICE COMMISSION**

The mandate of the Goa Public Service Commission, under Article 320 and 321 of the Constitution of India, includes:

- Recruitment by conduct of Competitive examinations.
- Recruitment by conduct of screening written examinations.
- Recruitment by selection through interviews.
- Advising on the suitability of officers for satisfactory completion of their probation period and confirmation of service in the post.
- Advising on the suitability of officers for appointment on promotion as well as transfer on deputation.
- Advising the Government for continuation of adhoc promotion/ appointment beyond the period of one year.
- Advising the Government on the matters relating to framing and amendment of Recruitment Rules.

- Disciplinary cases relating to Group 'A' and 'B' officers of the State Government.

## **METHODS OF RECRUITMENT**

Recruitment is made by one of the following three methods:

- Direct Recruitment
- Promotion
- Deputation

## **DIRECT RECRUITMENT**

Direct Recruitment is conducted broadly under the following two methods:

- Recruitment by Competitive Examination/ Screening Written Examination.
- Recruitment by Selection.

## **RECRUITMENT THROUGH EXAMINATION**

- The competitive examination is conducted by the Commission in cases where the Recruitment Rules so provide.
- The Commission in appropriate cases and particularly when the number of applications received in response to the advertisements are large as compared to the number of posts and it will not be possible to interview all the candidates, may restrict the number of candidates for interview in the ratio of 1: 5 or similar on following criteria:-
  - a) Percentage of marks scored in the qualifying examinations.
  - b) Higher educational qualifications over the minimum qualifications prescribed in the Rule.
  - c) Preferential experience as prescribed under essential qualification.
  - d) A written test (screening)
  - e) Any other suitable criteria that the Commission finds appropriate.

However, in deserving cases, the first shortlisting of candidates for verification of documents may be made in the ratio 1:10 i.e. 10 applicants to be considered for one post, for deciding the eligibility. The candidates shortlisted in this first phase will be asked to submit the self authenticated copies of the required documents to the Commission on or before the stipulated date communicated to them.

Marks obtained by the candidates appearing in the various examinations are also available on the Goa Public Service Commission's website.

### **ADVERTISEMENT**

The Advertisements for all the posts are published in widely circulated (English, Marathi and Konkani) newspapers of the state. The Advertisements are also uploaded on the Commission's website [www.goapsc.gov.in](http://www.goapsc.gov.in). The vacancies are published on the Goa Vacancy & Tender Bulletin issued by Goa Government Printing Press. The copies of the advertisements are sent to Goa Doordarshan and All India Radio for publicity. In order to facilitate the response from prospective candidates in rural areas, copies of the advertisements are also sent to the office of the Collectorate, Mamlatdar, B.D.Os, Police Station, etc. for displaying them on their Notice Board.

### **ONLINE APPLICATIONS**

- The Commission introduced the system of accepting online applications with effect from 08/08/2014. Applications for recruitment are invited online mode only.
- The Instructions for filling up online applications are hosted on the Commission's website.
- Candidates are instructed that the 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 for such rejection.
- The candidates are advised to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet or website jam.
- Separate application should be submitted for each post in case the candidate applies for more than one post.
- The print out of the Application Form is not to be sent to the Commission.
- The GPSC does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of the GPSC.

### **DOCUMENTS TO BE UPLOADED WITH ONLINE FORM**

- Passport size photograph (scanned)
- Signature (scanned)

### **PAYMENT OF FEES**

- The payment of Application fee shall be in the mode of e-payment only. The different modes of making e-payment of the Application Fee and their charges is under:

<b>e-payment mode</b>	<b>Charges</b>
Internet Banking	Nil
Debit Card	Nil
Credit Card	1.25% of the transaction value + Statutory Taxes.

- 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.
- Applications without the prescribed Application Fee mentioned above, shall be summarily rejected and no correspondence / representation will be entertained against the rejection.

### **RECRUITMENT THROUGH SELECTION**

- The Commission is also charged the responsibility of Direct Recruitment at various levels by selection method to all Group 'A' and 'B' Gazetted posts in the State Government.
- Depending upon the requirements of the post, the number of applications received and under other relevant circumstances, the Commission may decide to hold a written test and / or skill test and/ or physical test and / or scrutiny test and / or group discussions and an interview or only an interview. The Commission will communicate the nature of tests which the Commission had decided to conduct for the purpose of selection sufficiently in advance. Only those candidates, who qualify in such test, will be called for interview by the Commission. The Selection in appropriate cases may be done only by way of interview.
- Candidate must appear for a personal interview at the Headquarter of the Commission or any other place indicated in the call letter.

- The results declared by the Commission are displayed on the Commission's Notice Board and also uploaded on the Commission's Website.
- The Interview Committees are presided over by Members of the Commission, who in turn may be assisted by eminent Experts drawn from respective fields / disciplines pertaining to the post for which recruitment is being done.
- Once the interviews are over, steps are taken to finalize the result and recommendation of the Commission is conveyed to the concerned Department. The recommended candidates are also intimated by the Commission about their selection.

**PROMOTION / CONFIRMATION /LIFTING OF PROBATION PERIOD/AD-HOC EXTENSIONS / DISCIPLINARY CASES.**

- The Chairman or a Member of the Commission presides over the Departmental Promotion Committee Meetings to consider promotions / confirmation/lifting of probation period from Group 'B' to 'A' and from one grade to another within Group 'A' where promotion is to be made by selection.
- The Commission's concurrence/advice is sought on matters regarding Ad-hoc Extension / Disciplinary cases in various Government Departments. Such matters are placed before the Commission for consideration and its advice is conveyed to the concerned Department.

**DEPUTATION**

- The Recruitment Rules for a number of posts provide for appointment by Deputations (including short term contract). When the field of consideration consists of Central Government as well as State Government Officers, prior consultation with the Commission is necessary for selection of an Officer.

**ANNUAL REPORT**

- An Annual Report containing details of the work done by the Commission together with a Memorandum explaining the cases, if any, where the advice of the Commission was not accepted along with reasons for such non-acceptance is laid on the table of the House.

## **NATIONAL CONFERENCE OF CHAIRMAN OF STATE PUBLIC SERVICE COMMISSIONS.**

The Constitution of India does not provide any formal linkage or relationship between Union Public Service Commission and State Public Service Commissions. Through the National Conference of Chairpersons of State Public Service Commissions, held annually since 1999, a system of informal relationship has evolved over the years. The National Conference provides a forum for exchange of ideas and information regarding common areas of interest and has striven to bring about some uniformity in the functioning of the State Public Service Commission.

## **RESPONSIBILITY OF THE USERS**

The Commission is committed to the goal of ensuring fair, efficient and impartial selection in the minimum feasible time. In order to achieve this objective, the Commission expects the candidates to scrupulously abide by the instructions contained in the advertisement of the Commission as also on the website of the Commission at [http://goapsc.gov.in.](http://goapsc.gov.in), with regard to filling up the application forms.

## **WHOM TO CONTACT / HOW TO ACCESS INFORMATION**

### **Facilitation Counter:-**

A facilitation Counter functions in the office of the Commission from where any information/clarification about any matter dealt with by the Commission can be obtained on all working days between 9.30 a.m. to 5.45p.m. in person or on telephone Nos. 2226687 or 2223507.

## **WEBSITE**

Information about various examinations conducted by the Commission, Advertisement, results of written examination / interviews etc is also available on the website of the Commission at [http://goapsc.gov.in.](http://goapsc.gov.in)

**INFORMATION UNDER RTI ACT, 2005:-**

For providing information to the members of Public under RTI Act 2005. The Public Information Officer (PIO) and Appellate Authority have been appointed by the Commission. Their names, designation, telephone numbers are given as under.

**APPELLATE AUTHORITY**

Shri T.S. Sawant, Secretary

Tel.No. 2421672

Public Information Officer

Smt. Seema V. Malkarnekar, Deputy Secretary

Tel.No. 2436104

The same are also available on the website of the Commission at <http://goapsc.gov.in>