



# GOA PUBLIC SERVICE COMMISSION (GPSC)

## GENERAL INSTRUCTIONS TO THE 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 Public Service Commission web site [www.goapsc.gov.in](http://www.goapsc.gov.in) or Computer Based Examination Portal [www.goaonlineexam.com](http://www.goaonlineexam.com) 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 as per prescribed specification.
- (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 questions/items to be answered/filled as per the options provided therein. No item / question 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 being called for the selection process.
- 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 to the AICTE/UGC approved table of equivalence which is mention 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 date of making the 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 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.
- f) 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.
- g) For any queries/difficulties regarding online application call on **9970552672(During Office Hours i.e 9.30 AM to 5.45 PM)**
- h) No phone calls from the candidates will be entertained on Commissions office Phone No.

**3. APPLICATION FEE:** The application fee for various categories of candidates shall be as under:

General Category candidates	<b>Rs. 1000/-</b>
SC, ST, OBC, PH and EX-Servicemen.	<b>Rs. 500/-</b>

<b>Mode of Payment of Application Fee:</b>			
<b>Online Mode</b>			
<b>Mode</b>	<b>Charges</b>	<b>Duration for updating payment status to Successful payment</b>	<b>Duration for which Payment Mode can be used for payment</b>
Other bank net banking	Nil	24 hours	Until the last date of Submission of application
Any Debit Card	Nil	24 hours	
Credit Card	1.25% of the transaction value + Statutory Tax	03 days	

Offline Mode			
e-Challan : Wherein Candidate has to take a print of e-challan generated online and make cash payment at any SBI branch of Goa on or before last date of submission. The receipt of said cash payment shall possess stamp of the bank. This copy of e-Challan should be submitted in the office of the Commission on or before the last date of Submission of application.	Nil	24 hours	Until the last date of Submission of application
<p>*Any transaction after the last date will not be considered &amp; no refund will be provided.</p> <p>*Candidates should take care that Payments at SBI Bank in Goa using Offline Challan can only be done on bank working days.</p> <p>*In cases where candidates have paid twice towards same application id on or before the last date of submission, refund of one application will be provided only to the candidates who report to commission within 7 days after the last date of submission.</p>			

- 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:-  
Once the application fee is paid and e-receipt is downloaded showing successful status, the process of submission of Form will be completed. Any change /editing of the application form shall not be allowed thereafter.
- b) The applicants belonging to the SC, ST and OBC and CFF category of other states will be treated as General Category and they have to pay the application fees for general category applicants / candidates. The application fee paid by the candidate is not refundable.
- c) 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.
- d) After making successful payment of the Application Fee, the candidate shall download the Receipt of his/her payment.
- e) Candidates making the payment by offline mode(e-Challan) should strictly submit the copy of e-challan in the office of the Commission on or before the last day of submission of application failing which commission will not be responsible for cancelling the candidature.

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

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

## 5. AGE RELAXATION

The Upper age limit shown against each post is relaxable upto 5 years for the candidates belonging to SC/ST, upto 3 years for candidates belonging to OBC , upto 5 years to blind, deaf – mute and orthopedically handicapped person (total 10 years for SC/ST & 8 years for OBC in respect of posts reserved for them) and upto 5 years for CFF. Age is relaxable for Government Servants upto 5 years as per the instructions issued by the Government from time to time.

## 6. APPLICATIONS FROM “IN SERVICE’ CANDIDATES.

The candidate working in the Government, local self government, semi- government, autonomous bodies or establishments, co-operative sector, public sector, government corporations, government companies or any other department / body, establishment or institution being an instrumentality of the government may submit his / her application online. However, the candidates should inform his / her employer about his / her submitting the application to the Commission. The employer should also be notified to communicate their "No Objection" for consideration of the application by the Commission within fifteen (15) days from the closing date and non-receipt of such communication will be treated as deemed approval from the employer. Employer should also be informed that any objection by the employer received after fifteen (15) days from the closing date will be rejected by the Commission. The Candidate should keep the acknowledgement of such communication with the employer to be produced to the Commission at the time of verification of documents.

## 7. ELIGIBILITY CRITERIA

The candidates should satisfy himself/herself about his eligibility for the post applied for. The Commission would consider the applications of the candidates applying for the post with the requisite fee and on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview after verifying all the original documents.

## 8. SHORTLISTING OF CANDIDATES

8.1 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 for the Commission to interview all the candidates, may restrict the number of candidates for **interview** in the ratio of 1:5 on the 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)/Computer Based Recruitment Test
- e) Any other suitable criteria that the Commission finds appropriate.

8.2 However, in deserving case 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 following documents to the Commission on or before the stipulated date communicated to them.

- a) The certificates on educational qualification
- b) Experience certificate
- c) Certificates showing proof of birth
- d) Caste certificates / Medical certificates, if applicable.
- e) Marriage certificates in case of change in name.
- f) Hard copy of application duly signed
- g) Any other relevant documents.

Thereafter, the shortlisting of candidates for calling for the interview will follow as mentioned at 8.1 above.

#### **9. Knowledge of Konkani and Marathi.**

In case, the knowledge of Konkani language is an essential criteria, the following parameters are fix to decide the eligibility of the candidates.

##### **1) Fluent, 2) Working knowledge 3) No knowledge**

Candidate must possess at least the "working knowledge" of Konkani language, failing which he/she will be considered as not eligible for the post. Whether a candidate possesses the knowledge of Konkani language or not, will be assessed at the time of interview by an Expert in the field. (However, this condition is not applicable incase the requirement of knowledge of Konkani language is relaxable.)

In case of non-availability of suitable candidates with the knowledge of Konkani, for the posts in professional colleges, Consultants in Directorate of Health Services and highly technical /scientific posts, this requirement can be relaxed.

**10. 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; the candidate will not be called for any test / interview.

#### **11. SELECTION PROCESS**

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 test which the Commission has 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.

#### **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. If there is any inaccuracy or discrepancy between documents, an explanation regarding this discrepancy should be submitted along with the application itself. 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 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 disciplinary action under the appropriate rules, if he / she already is in Government service.

### **14. PLACE OF INTERVIEW**

Candidate must appear for a personal interview at the headquarter of the Commission or any other place indicated in the call letter.

### **15. CALL FOR INTERVIEW 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 call letter for appearing for written examination or for interview 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.

### **16. HIGHER STARTING PAY**

The Commission may, in respect of meritorious applicants, recommend higher initial pay. Candidate expecting higher initial pay must give adequate reasons for the same in the application itself in the space provided for.

**17. COMMISSION'S DECISION WILL BE FINAL**

Decisions taken by the Commission in regard to selection 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 written examination / interview / appointment, etc.

**18. APPOINTING AUTHORITY**

The appointing authority for the posts advertised by the Commission is the Government and not the Commission. The Commission only recommends to the Government 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.

**19. MEDICAL FITNESS**

Selected 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 Government though selected by the Commission.

**20. ANTECEDENTS & GENUINENESS OF CERTIFICATES**

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

**21. JOINING TIME**

The candidate selected for a post and required to join duty should report for duty within the specified time as per the appointment order from the Government. The period of joining time to be allowed to the candidate will be at the discretion of the Government (which normally does not exceed two or three months). Failure to report for duty within the time limit prescribed by the Government will lead to lapse of the order and the Commission, cannot, in any way, come to the rescue of the candidate in such a situation.

**22. ACQUAINTANCE WITH "F.Rs.& S.Rs."**

Candidates are advised to get acquainted with the Fundamental Rules and Supplementary Rules, in their own interest.

**23. 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 should follow the Notifications issued by the Government of Goa from time to time in respect of the inclusion of his / her caste in the SC / ST 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 matter)

**24. ELIGIBILITY OF THE CANDIDATES WHO ARE PHYSICALLY HANDICAPPED (PH) / DISABLED**

Candidates claiming to be Physically Handicapped or Disabled should follow the Notifications issued by the Government of Goa from time to time in respect of the

inclusion of the type of physical handicapness / disability permitted for the post and for the purpose of obtaining suitable certificate from the competent authority in the prescribed form.

#### **25. 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.

#### **26. 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.

- 27.** The post/s reserved for Scheduled Castes or Scheduled Tribes, Other Backward Classes, Physically Handicapped, Ex-Servicemen and Children of Freedom-fighters will be advertised once or more than once depending on the policy of the Government from time to time and if there is no response to the advertisement or suitable candidate / s are not available, the post / s may be de-reserved or transferred to other category / categories including general category, thereafter as per the policy of the Government.

#### **28. MISCELLANEOUS**

- a. The Commission will be within its rights to classify the numerous applications into certain categories and to call for interview only those candidates, who come within certain classified categories.
- b. The candidate who does not report for interview in response to the interview call sent by the Commission, without sufficient cause conveyed to the Commission in advance, will not be eligible to apply again to the same post should any further occasion arise.
- c. The Commission will not be responsible for any case of postal delay including receipt of the intimation by the candidates regarding examinations, other tests or interviews. (Normally, the call letters are dispatched by ordinary post)

**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.