



## GOA PUBLIC SERVICE COMMISSION

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

ADVERTISEMENT No. 2023/1

Online applications are invited for the following Group 'C' posts, (Non-Gazetted) in the Goa Public Service Commission to be filled on temporary basis. The last date for filling up online application is **14.11.2023** For applying online, visit <https://cbes.goa.gov.in> or <https://gpsc.goa.gov.in>. Candidates should carefully read the "Instructions" available on Commission's website before filling the application online.

**Note:** 1) Once the application form is filled appropriately, candidates are required to pay application fees of **Rs. 200/-** for General Category candidates and **Rs. 100/-** for ST Category candidates as follows:

a) **Online**

- Make online payment
- Download e-receipt showing successful status.

b) **Offline**

- Generate e-challan
- Make cash payment at any SBI Branch situated in Goa only on or before the last date (although the validity of e-challan is seven days from generation of e-challan).
- Bank Stamp is essential on this e-challan.
- Stamped e-challan to be produced to the Commission's office on or before the last date of submission of application.

2) Only after successful payment candidates can download their application form.

3) Applications where fee payment has been made after the last date will be summarily rejected and no refund of this payment will be provided.

Sr. No.	Name of the Posts	Number of vacancies category wise		Scale of Pay	Age Limit	Educational and other qualifications
1.	Senior Assistant	Unreserved	01	Rs. 35400/- in Level 6	Not exceeding 45 years	Essential: (i) Degree of a recognized University or equivalent. (ii) Knowledge of Konkani Desirable (i) Knowledge of Marathi. (ii) 3 years office experience.
2.	Junior Assistant	Scheduled Tribe (ST)	01	Rs. 19900/- in Level 2	Not exceeding 45 years	Essential: (i) Higher Secondary School Certificate or equivalent qualification from a recognized Institution. (ii) Should be Computer literate. (iii) Knowledge of Konkani Desirable : Knowledge of Marathi
3.	Multi Tasking Staff	Unreserved	02	Rs. 18000/- in Level 1	Not exceeding 45 years	Essential: (i) Passed the Secondary School Certificate Examination from a recognized Board/ Institution OR successfully completed the course conducted by a recognized Industrial Training Institute. (ii) Knowledge of Konkani Desirable : Knowledge of Marathi

### Instructions

1. Age: - Not exceeding 45 years (relaxable for Government servants upto 5 years in accordance with the order or instructions issued by the Government from time to time) and those in Reserved Category as per the instructions or other orders issued by the Government from time to time.
2. Other Requirements :- Candidate shall possess the following as on last date for submission of application –
  - (a) Valid residence certificate for last fifteen years issued by competent authority
  - (b) Valid employment exchange registration card.
  - (c) For reserved category the candidates should have valid caste certificate issued by the competent authority.
  - (d) Only eligible candidates fulfilling the criteria as per recruitment rules/advertisement shall apply. The Candidates need not furnish any documents at the time of applying for the post. However, the candidature of shortlisted candidate shall not be considered, if he/she is found ineligible at the time of verification of essential qualifications, even though he/she may have passed the screening/ short listing examination. During the selection process, verification of original certificates/documents will be done. The candidates will have to produce requisite original and valid certificate/documents such as Birth Certificate, passing certificates of educational qualifications, mark sheet, Experience, Valid Residence Certificate, Valid Caste/Category Certificate, Valid Employment Exchange Card, Certificate indicating other qualifications possessed by the applicant including those pertaining to Computer Education, etc.. Original certificates/documents will be permitted to be produced at the next stage of recruitment process. The candidates, who fail to produce the requisite original and valid certificates / documents when called upon to do so, shall be eliminated from the recruitment process.

3. A Computer Based Recruitment Test (CBRT) will be conducted of:

Sr. No.	Position	No. of questions	Total Marks	Duration	Passing Percentage	Passing Marks
1	Senior Assistant	60	60	75 Minutes	60%	36
2	Junior Assistant	60	60	75 Minutes	50%	30
3	Multi Tasking Staff	40	40	60 Minutes	60%	24

4. The final selection shall be based upon the merit list prepared out of the results of the passing at the CBRT as at 3 above.

5. If two or more candidates secure equal marks at the CBRT then order of merit shall be as follows:

- The Candidate older in age as per birth certificate provided shall be placed higher in the merit list and in case the date of birth is also the same then,
- The Candidate possessing recognized higher educational qualifications will be placed higher in the merit list.

6. Syllabus for CBRT is as follows:

Sr. No.	Name of the Posts	Syllabus	
1.	Senior Assistant	I	English Comprehension 10 marks
		II	General Knowledge, Current Affairs and events of National and International Importance 10 marks
		III	General Intelligence, reasoning and numerical aptitude: Number Series, Verbal Classification, Analogies, Matching Definitions, Verbal Reasoning, Statement and Assumption, Statement and Conclusion, Judgments on Cause and Effect, Letter and Symbol Series, Essential Part Problems, Artificial Language, Making Judgments, Analyzing Arguments, Course of Action, Logical Problems, Theme Detection, Statement and Argument, Odd Man Out and Series, Problems on ages/seating, word formation, Ranking Arrangements, Venn Diagrams, arrangement/ Family trees, coding decoding, Problems on time/distance and similar topics 30 marks
		IV	Indian Polity and Governance: Constitution, Political System, Panchayat Raj, Public Policy, Rights Issues, etc. 10 marks
		Total Marks: 60 Marks Total Duration: 75 Minutes	
2.	Junior Assistant	I	General English including Grammar 10 Marks
		II	English Comprehension 10 Marks
		III	Logical Reasoning and Analytical Ability 30 Marks
		IV	General knowledge, Current Affairs and Events of National and International importance 5 Marks
		V	General knowledge including History and Geography related to the State of Goa 5 Marks
		Total Marks: 60 Marks Total Duration: 75 Minutes	
3.	Multi Tasking Staff (MTS)	I	<b>Basic English:</b> Grammar, Comprehension, Sentence Correction Questions, Sentence Arrangements, Idioms and Phrases. 10 Marks
		II	<b>Basic Arithmetic:</b> Percentage, Profit & Loss, Square Roots, Cube Roots, Average, Fractions Decimals, HCF, LCM, Ratio & Proportion and related topics. 20 Marks
		III	General Knowledge and Current Affairs 10 Marks
		Total Marks: 40 Marks Total Duration: 60 Minutes	