

**GUIDELINES/INSTRUCTIONS/CRITERIA FOR FILLING UP
VARIOUS CATEGORIES OF VACANT POSTS IN THE
GSCERT AS PER ADVERTISEMENT RELEASED VIDE NO.
No. GSCERT/ADM/Filling posts Direct Recruit/Relax.
O.M./59/2025/2573 dated: 06.10.2025.**

**1. Name of post: Junior Stenographer
Level of Pay : Level - 4**

**Educational and other qualification:
Essential:**

- (1) Higher Secondary School Certificate from a recognized Board or All India Council for Technical Education approved Diploma awarded by recognized State Board of Technical Education.
- (2) Speed of 100 words per minute in Short Hand and 35 words per minute in typing.
- (3) Minimum three months certificate course in Computers.
- (4) Knowledge of Konkani.
- (5) Atleast one year working experience,-
 - (a) as an apprentice under the Apprentices Act; or
 - (b) in a Government Department/ Organization/ Office/ Institute; or
 - (c) in a Semi-Government Organization/ Office/ Institute; or
 - (d) in a Factory/Company; or
 - (e) in any other private Establishment where not less than 05 persons are employed.

Note: In case of clause (e) above, the application shall be accompanied by the following documents, namely:-

- (i) certificate of experience issued by employer.
- (ii) certified copy of Registration Certificate of establishment issued by the Labour Inspector.
- (iii) certified copy of the Statement in Form-I submitted by employer to the Labour Inspector.

Desirable: Knowledge of Marathi.



2. Name of post: Lower Division Clerk
Level of Pay : Level -2

Educational and other qualification:
Essential:

- (i) Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from recognized Institution.
- (ii) Knowledge of Computer application / operations with typing speed of 30 words per minute in English.
- (iii) Knowledge of Konkani.
- (iv) Atleast one year working experience,-
 - (a) as an apprentice under the Apprentices Act; or
 - (b) in a Government Department/ Organization/ Office/ Institute; or
 - (c) in a Semi-Government Organization/ Office/ Institute; or
 - (d) in a Factory/Company; or
 - (e) in any other private Establishment where not less than 05 persons are employed.

Note: In case of clause (e) above, the application shall be accompanied by the following documents, namely:-

- (i) certificate of experience issued by employer.
- (ii) certified copy of Registration Certificate of establishment issued by the Labour Inspector.
- (iii) certified copy of the Statement in Form-I submitted by employer to the Labour Inspector.

Desirable: Knowledge of Marathi.

Name of post: Multi-Tasking Staff (MTS)
Level of Pay : Level - 1

Educational and other qualification:
Essential:

- (1) Passed Secondary School Certificate Examination from a recognized Board /Institution.
- (2) Knowledge of Konkani.
- (3) Atleast one year working experience,-
 - (a) as an apprentice under the Apprentices Act; or
 - (b) in a Government Department/ Organization/ Office/ Institute; or
 - (c) in a Semi-Government Organization/ Office/ Institute; or
 - (d) in a Factory/Company; or
 - (e) in any other private Establishment where not less than 05 persons are employed.

Note: In case of clause (e) above, the application shall be accompanied by the following documents, namely:-

- (i) certificate of experience issued by employer.
- (ii) certified copy of Registration Certificate of establishment issued by the Labour Inspector.
- (iii) certified copy of the Statement in Form-I submitted by employer to the Labour Inspector.

Desirable:

- (i) Knowledge of Marathi.
- (ii) Multi-tasking skills such as knowledge of operating office machines including computers.

4. Age Criteria

Age limit:-Not exceeding 45 years.

Age relaxation is allowed to the candidates belonging to the reserved categories:

- OBC by 03 years.
 - ST by 05 years.
 - Persons with disabilities (PwD) by 10 years
- (Subject to maximum age relaxation of 56 years to all categories)

5. 15 years continuous residence in the State of Goa.

6. Valid Employment Card

7. PROCEDURE FOR APPLYING

- The eligible Candidates shall submit their applications online for the posts they wish to apply by clicking on the link “**Application Form for the post of Junior Stenographer**”, “**Application Form for the post of Lower Division Clerk**”, “**Application Form for the post of Multi-Tasking Staff**” available on the website of the GSCERT i.e. **<https://scert.goa.gov.in>**. The last date for submission of the online applications by the eligible candidates is **27.10.2025 by 5.45 p.m.**
- Upon successful submission of the Google Form an auto generated email will be sent to the registered email id immediately within a minute. In case candidate do not find the email in the inbox, then please check the spam/junk folder. In case the email is not received within a minute, the candidate must apply again online. The received email must be retained by the applicant for future reference.
- The candidate should ensure that they possess the requisite educational qualification, valid 15 years residence certificate issued by the Competent authority in Goa, registration with the Employment Exchange, Goa / valid Employment registration card, Birth certificate, Caste certificate (wherever applicable), Income & Assets certificate - EWS (wherever applicable) as per the instructions or Order issued by the Government from time to time.
- The crucial date for determining the eligibility as to the educational qualification, age, valid domicile/residence certificate, valid Employment card, cast belongs, Income & Assets certificate (EWS), etc. shall be the closing date fixed for submission of online applications by the applicant.



8. SELECTION CRITERIA

(i) Junior Stenographer

A written examination of eligible candidates will be conducted. As per Recruitment Rules there is a requirement of Speed of 100 words per minute in Short Hand and 35 words per minute in typing. Also, minimum three months certificate course in Computers. The successful candidates in written examination, as per their rank in merit list, in proportion of twice the vacancies advertised, shall be called for the skill test/proficiency test as required under the Recruitment Rules. The skill test/proficiency test shall be only of qualifying nature and shall not determine the merit. It is mandatory to clear the skill test/proficiency test. In case of failure of requisite candidates to qualify the skill test/proficiency test, the next ranked candidates from the merit list shall be called for skill test/ proficiency test in the same proportion, i.e. twice the number of vacancies. Further, selection of candidates will be determined in accordance with the marks obtained by each candidate in the written examination as per merit.

(ii) Lower Division Clerk

A Written examination of eligible candidates will be conducted. As per Recruitment Rules there is a requirement of Knowledge of Computer applications/ operations with typing speed of 30 words per minute in English. The successful candidates in written examination, as per their rank in merit list, in proportion of twice the vacancies advertised, shall be called for the skill test/aptitude test as required under the Recruitment Rules. The skill test/aptitude test shall be only of qualifying nature and shall not determine the merit. It is mandatory to clear the skill test. In case of failure of requisite candidates to qualify the skill test/aptitude test, the next ranked candidates from the merit list shall be called for skill test/aptitude test in the same proportion, i.e. twice the number of vacancies. Further, selection of candidates will be determined in accordance with the marks obtained by each candidate in the written examination as per merit.

(iii) Multi-tasking Staff (MTS)

A Written examination of eligible candidates will be conducted. Selection will be determined in accordance with the marks obtained by each candidate in the written examination as per merit.

9.(A)OTHER POINTS FOR SELECTION CRITERIA

- i) If two or more candidates secure equal marks in the written test as applicable, then order of merit shall be as per their date of birth and if in case the date of birth is also same, then the candidate possessing higher educational qualifications will be placed higher in the merit list.
- ii) There shall be no allocation of marks for educational qualifications and the selection of the candidates shall be done strictly as per the selection criteria mentioned for each posts.
- iii) The Selection Committee shall select candidates of UR category as per the descending order of the marks scored in written examination as applicable in the selection criteria.
- iv) In case the candidates belonging to reserved category, who by virtue of their merit in examination 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 relaxation.
- v) Once the Selection Committee finalizes the list of Unreserved Category candidates, it will proceed to prepare the selection list of reserve category candidates.
- vi) Once the Selection Committee prepares the final selection list and wait list, which will be subject to verification of documents, the GSCERT will publish these lists on notice board, GSCERT website <https://scert.goa.gov.in> and on the web portal www.goa.gov.in.
- vii) The essential documents/certificates of the candidates on merit in the written examination as per number of posts advertised plus 2 wait list candidates will be verified. In case, at scrutiny level, if it is found that the selected candidate is not possessing any of the mandatory valid certificates/documents or found ineligible/overage, selection of such candidate shall be treated as cancelled.



- viii) The wait list will be considered only if the required number of candidates are not found eligible from the select list or if the candidates from the select list does not accept the offer of appointment. The wait list shall not be used as a reservoir to fill up the vacancies which come into existence after the issuance of the advertisement. The process of selection comes to an end once the vacancies advertised are filled up.

9.(B) VERIFICATION OF DOCUMENTS:

All the original essential Educational and other qualifications certificates/documents required as per the eligibility criteria for particular posts along with following documents shall be verified:

- a) Birth Certificate
- b) Employment Exchange Registration card with live renewal date.
- c) Valid 15 years residential certificate issued by the competent authority.
- d) If the candidates have affected the change of name/surname after acquiring Educational Qualification or at any stage should produce valid documentary evidence to that effect issued by the competent authority.
- e) Valid OBC certificate in the prescribed form issued by the Sub-Divisional Magistrate and Dy. Collector of Goa of the respective areas in the case of OBC candidate belonging to non-creamy layer in support of his/her claim.
- f) ST certificate in the prescribed form issued by the Sub-Divisional Magistrate and Dy. Collector of Goa of the respective areas in the case of ST candidate in support of his/her claim.
- g) Income and Assets certificate in prescribed form issued by the Mamlatdar of concerned Taluka in the case of EWS candidate in support of his/her claim.



10. GENERAL INSTRUCTIONS

- a) Candidates applying for the posts may kindly note that the posts of Junior Stenographer, Lower Division Clerk and Multi-Tasking Staff in GSCERT are under non-pensionable establishment as GSCERT being an autonomous body.
- b) The ineligible candidates who do not possess required qualification as per Recruitment Rules of the respective post should not apply for the post advertised by the GSCERT.
- c) Soliciting or canvassing in any form or influencing the GSCERT in any manner by a candidate shall disqualify the candidature and the decision of the GSCERT in this respect shall be final.
- d) No travelling allowance or any other allowance will be paid to the candidate for attending Written/Proficiency test, etc.
- e) The date of examination will be intimated in due course through the website of the GSCERT, e-mail and publication in the local daily. Also, the details pertaining to syllabus will be uploaded on the website of this office and will be intimated to the candidate through e-mail at a later date. Candidates are required to visit/check website and also check their e-mail regularly for details regarding the same. All future correspondence shall be through e-mail.
- f) The Government reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.



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