



# **GOA PUBLIC SERVICE COMMISSION**

## **CITIZEN CHARTER**

**EDC House  
Block 'C', 1<sup>st</sup> Floor  
Dada Vaidya Road, Panaji  
Goa – 403 001.**

## **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 May 30, 1988 to discharge the Functions and responsibilities incorporated in Article 320 and other relevant Articles of the Constitution of India.**
- **The Government of Goa have 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' Group 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.
- If a large number of candidates apply for particular post(s) or the nature of the qualifications stipulated for the post(s) are such that it is not quite possible to short-list the candidates on the basis of qualifications and /or experience, a Screening written test may be conducted to short-list the candidates.

- **The common application form alongwith Instruction to the candidates is available at Authorized Agent of the Commission M/s Case J.D. Fernandes for Rs. &\$/- per application.**
- **The Application format can also be assessed by logging on to website at [http:// goapsc.gov. in](http://goapsc.gov.in).**
- **Separate applications should be submitted for each post, in case candidate applies for more than one post.**
- **The Application may be submitted by Hand Delivery or by Registered Post or Speed Post only. Application submitted/ sent by any other mode will not be accepted/considered and no correspondence/representation will be entertained for non-acceptance/non-consideration.**
- **Application should be sent to the following address:-**

**The Secretary,**  
**Goa Public Service Commission,**  
**‘C’ Block, EDC House, Dr. Dada Vaidya Road,**  
**Panaji, Goa, 403001.**
- **On the top left hand corner of the envelope on the address side, the following details relating to the application should be superscribed:-**
  1. **Name of the post** :
  2. **Advertisement No.** :

3. **Serial No. of Post**  
**In the advertisement :**
4. **Source of advertisement :**

- **Applications duly completed, should reach the Commission on or before the last date prescribed. Application received after the closing date will be summarily rejected and no correspondence/representation will be entertained against the rejection.**
- **The Result declared by the Commission are displayed on the Commission's Notice Board and also uploaded on the Commission's website at [http:// goapsc.gov. in](http://goapsc.gov.in). Marks obtained by the candidates appearing in the various examinations are also available on the Goa Public Service Commission Website at <http:// goapsc.gov. in>. If the candidates wants any details about his marks scored by him he is allowed to write to the Commission within 15 days from the date of declaration of result by enclosing pre-paid self addressed envelope.**
- **Candidate must appear for oral interview of the headquarters of the Commission or any other place indicated in the interview call.**

## **RECRUITMENT THROUGH SELECTION**

- **The Commission is also charged the responsibility of Direct Recruitment at various level by selection method to all Group 'A' and 'B' Gazetted posts in the State Government.**
- **Vacancies are advertised in 4 local newspapers. In addition, whenever there is no response to the local advertisement, the advertisement is also released in the Employment News and in any one of the national newspapers and some magazine. 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, Mamlatdars, B.D.Os., Police Stations etc. for displaying them on their Notice Board. The advertisements are also downloaded on the Commission's website at [http:// goapsc.gov.in](http://goapsc.gov.in). The copies of the advertisements are also sent to Goa Doordarshan and All India Radio for publicity.**
- **After receipt of application, the applications are scrutinized thoroughly and eligible shortlisted candidates are called for interview. The criteria may include higher qualification and /or experience than that is prescribed as the essential and desirable qualifications or the screening written test.**

- The Interview Committees are presided over by Members of the Commission, who, in turn, are assisted by eminent experts drawn from respective fields/disciplines pertaining to the post for which recruitment is being done.
- Once the interview are over, steps are taken to finalize the result and recommendation of the Commission is conveyed to the concerned Ministry/Department. The recommended candidates are also intimated by the Commission about their selection.

#### **PROMOTION**

- The Chairman or a Member of the Commission presides over the Departmental Promotion Committee Meetings to consider promotions from Group 'B' to 'A' and from one grade to another within Group 'A' where promotion is to be made by selection.

#### **DEPUTATION**

- The RR's 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 had 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 etc.

### **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 5.45 p.m. in person or on telephone Nos. 2226687 or 2223507.

- **Web Site:-**

Information about various examinations conducted by the Commission, Advertisement, Marks & results of written examination, 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 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. H'G"GUk Ubh Secretary

Tel. No. 2421672

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.....Smt. Seema V. Malkarnekar, Deputy Secretary

The same are also available on the website of the Commission at  
[http:// goapsc.gov. in.](http://goapsc.gov.in)

