



**GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION**  
(A Corporate Statutory Body Constituted by an Act of the State Legislature)

**ALTO BETIM - GOA 403 521**

Website: www.gbshse.gov.in email: sec-gbshse.goa@nic.in 8459710179

GBSHSE/RECRUIT/2022/6189

Date: 21/06/2022

**NOTICE INVITING APPLICATIONS FOR FILLING UP OF POSTS OF JUNIOR STENOGRAPHER, LOWER DIVISION CLERK AND MULTI TASKING STAFF**

**DETAILS OF POSTS AND ELIGIBILITY**

Sr. No.	Post & Pay Scale	Total No. of Posts	No. of vacancies category - wise	Essential Educational qualifications.
01	<b>Lower Division Clerk</b> Level 2 of Pay of 7th CPC Rs.19,900/- + allowances as applicable.	<b>06 posts</b>	UR -03 OBC -01 ST -01 EWS -01	(1) Possessing Higher Secondary School Certificate or All India Council for Technical Education approved Diploma awarded by recognized State Board of Technical Education or equivalent qualifications from a recognized Institution. (2) Knowledge of computer application / operations with typing speed of 30 words per minutes in English. (3) Knowledge of Konkani. <b>Desirable:</b> Knowledge of Marathi.
02	<b>Junior Stenographer</b> Level 4 of Pay of 7th CPC Rs.25,500/- + allowances as applicable.	<b>01 post</b>	UR - 01	(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 or equivalent qualifications from a recognized Institution. (2) Minimum 3 months certificate course computer. (3) Speed of 100 words per minute in short hand and 35 words per minute in typing. (4) Knowledge of Konkani. <b>Desirable:</b> Knowledge of Marathi.

03	Multi-Tasking Staff Level 1 of Pay of 7th CPC Rs.18,000/- + allowances as applicable.	04 Posts	UR -02 OBC -02  Out of 4 vacancies one is reserved for Ex-servicemen	(1) Passed Secondary School certificate examination from a recognized Board / Institution Or Passed course conducted by Industrial Training Institute or equivalent qualification, in relevant trade from a recognized Board/Institution.  (2) Knowledge of Konkani  Desirable: - Knowledge of Marathi.  Multi-tasking skills such as knowledge of operating office machines including computer.
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Visit [www.gbshse.gov.in](http://www.gbshse.gov.in)/[www.gbshse.info](http://www.gbshse.info) for detailed instructions and Eligibility criteria

Sd/-  
Secretary

## GENERAL GUIDELINES

1. Go to Official Website [www.gbshse.gov.in/www.gbshse.info](http://www.gbshse.gov.in/www.gbshse.info)
2. Find a detailed advertisement of all the posts/vacancies containing the terms and conditions alongwith the Proforma of Application, documents required and the instructions can be downloaded by clicking on the link "VACANCIES IN THE GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION" Read it and check Eligibility and then fill up the form correctly.
3. The generated hard copy of Application Form filled in with the necessary details and affixed with his/her recent self attested passport size photograph on the space provided and duly signed at the bottom of the application form shall be submitted by hand delivery/through postal delivery in the Goa Board of Secondary and Higher Secondary Education from 24/06/2022 to 12/07/2022 between 10.00 a.m. to 1.00 p.m. and 2.30 p.m. to 3.30 p.m. on all working day. The applications in any form received after the due date will be summarily rejected.
4. Only the eligible candidates fulfilling the criteria as per recruitment rules/advertisement shall apply and 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 documents, even though he/she has passed the examination.
5. Only application will be accepted with declaration from candidates stating that "the contents of the application are true to his/her own knowledge and he/she possess the requisite qualification and other mandatory documents for the post. He/she understands that in the event of particulars or information given herein being found false or incorrect, his/her candidature for the recruitment is liable to be REJECTED OR CANCELLED EVEN AFTER SELECTION."
6. The eligible candidates will have to score minimum 50 marks in written examination and qualify for Skill test; syllabus for the same shall be made available on official website [www.gbshsse.gov.in/www.gbshse.info](http://www.gbshsse.gov.in/www.gbshse.info)
7. The total marks of written examination shall be 100 and duration of examination shall be two hours.
8. Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in written examination as per merit, provided they qualify skill test. The entire result shall be published on the notice board of the Board, as well as on the portal [www.gbshse.gov.in/www.gbshse.info](http://www.gbshse.gov.in/www.gbshse.info)
9. If two or more candidates secure equal marks in the written examination 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.

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10. Candidates applying for the post must possess 15 years continuous residence in the State of Goa issued by the Mamlatdar, except for the following categories:-
  - a. The State Government employees who are working outside the State shall be exempted from producing 15 years residence certificate for their children.
  - b. A person whose marriage is registered in Goa, with the person having fifteen years residence in Goa, and both are residing in the State of Goa continuously for a period of 5 years.
  - c. Ex-servicemen/women and their spouse and children, who are residing in Goa for last two years after discharge/release/retirement from the armed forces.
11. The candidates already working in the Government, local self Government, Semi-Government, autonomous bodies or establishment or any other department establishment or institution being an instrument of the Government should send their applications through proper channel only on or before the last date of submission of the Application. All such applications received directly without following proper channel shall be rejected.
12. The crucial date for determining the eligibility as to the educational qualification, age, valid domicile/residence certificate, valid employment card, caste belongs etc. shall be 12/07/2022 (closing date); for appointment to the above posts.
13. Interested candidates shall ensure that they are fulfilling the educational qualifications/criteria prescribed for the above posts with the valid certificates of qualification, computer literacy certificate, as applicable, experience certificate, 15 years Residential certificate (as per point 10 above), Valid Employment Card, Birth Certificate, Caste/Differently-abled Certificate issued by Competent Authorities.
14. No TA/DA will be paid either for appearing for written test or joining the post.
15. Age limit should not exceed 45 years for all the posts as on closing date of advertisement. Age is relaxable for Govt. servants/ST/OBC/Person with Disability/Children of Freedom Fighter as per the instruction or other orders issued by the Government from time to time.
16. A separate application should be submitted for each type of post.
17. This Board reserves the right to cancel the recruitment process at any time without any further notice and without assigning any reason thereof.
18. The applicants will be informed for written examination/skill test through email, whatsapp, sms or by sending call letters and the said message or call letter will be valid for all purpose. The applicants who do not receive any communication with regards to test examination may contact this Board.



Secretary

Goa Board of Secondary and  
Higher Secondary Education. Alto  
Betim-Goa.



12. Details of Essential Qualifications: -

Sr. No.	Examination Passed	Month & year of passing	Grade/ Class/ Division	Name of the Board/ University	Marks obtained	% achieved

13. Additional qualifications (other than essential qualification shown above.)

Sr. No.	Examination Passed	Month & year of passing	Grade/ Class/ Division	Name of the Board/ University	Marks obtained	% achieved

14. Languages Known (Please tick ( ) in appropriate column

Name of the languages	Read	Write	Speak
English			
Konkani			
Marathi			
Hindi			

15. Details of Extra Curricular activities:

Sr. No.	Details of Extra Curricular activities/ participation.	Name of event	Date of event	Name of the Organization conducting event	Position secured

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16. Details of Work experience in the field:-

Sr. No.	Name of Organization/ Institution/ Establishment	Designation of the post held	Nature of work handled	Date		Period
				From	Upto	

(Note:- May attach additional sheets, if required)

DECLARATION

I, ..... Son/daughter/wife of ..... hereby state that the contents of the application are true to my knowledge and I possess the requisite qualifications and other mandatory documents for the post. I understand that in the event of particulars or information given herein being found false or incorrect my candidature for the recruitment is liable to be REJECTED OR CANCELLED EVEN AFTERSELECTION.

(Note: Strictly No Certificate to be attached/enclosed)

Place:-.....

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(Signature of the applicant)

Dated:- / / 2022

Name (in block letters).....

**POST-WISE SYLLABUS FOR CANDIDATES FOR OBJECTIVE TYPE,  
WRITTEN TEST FOR THE VARIOUS POSTS AS UNDER**

Syllabus shall encompass questions based on essential qualifications, general knowledge, reasoning ability, quantitative aptitude, etc. commensurate with the degree/level of understanding required for the post.

**A. LOWER DIVISION CLERK**

**SYLLABUS FOR OMR TEST FOR THE POST OF "LOWER DIVISION CLERK"**

Maximum Marks: 100 Duration: 2 Hours		
1	Current Affairs/ General Knowledge	15 Marks
2	History, Polity and Culture of Goa	10 Marks
3	Logical reasoning	20 Marks
4	Basic English Knowledge	20 Marks
5	Computer Knowledge	20 Marks
6	Right to Information	15 Marks
	Total	100 Marks

After the written examination, a skill test for typing with minimum typing speed of 30 words per minute in English shall be conducted.

**B. JUNIOR STENOGRAPHER**

**SYLLABUS FOR OMR TEST FOR THE POST "JUNIOR STENOGRAPHER"**

Maximum Marks: 100 Duration: 2 Hours		
1	Current Affairs/ General Knowledge	15 Marks
2	History, Polity and Culture of Goa	10 Marks
3	Logical reasoning	20 Marks
4	Basic English Knowledge	20 Marks
5	Computer Knowledge	20 Marks
6	Right to Information	15 Marks
7.	Total	100 Marks

After the written examination , a skill test for Dictation & transcription on short hand and typing with minimum typing speed of 100 words per minute in Shorthand and 35 words per minute in typing shall be conducted.

*as*



C. WRITTEN EXAMINATION FOR THE POST OF MTS (OBJECTIVE TYPE)

Maximum Marks: 100 Duration: 2 Hours		
1	General Knowledge	} 100 marks
2.	Skill for Knowledge of operating office machine including computers	

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