



**Department of Personnel**  
Government of Goa  
Secretariat, Porvorim, Goa-403521.

File No. 1/6/83-PRR (Vol. II) Pt. (a) // 373      Dated: 05/05/2023

Read: j) O.M. No.1/6/83-PRR(Vol.II)Pt(a)/143 dated 14/01/2019.

**OFFICE MEMORANDUM**

In partial modification to the Office Memorandum read in the preamble, following points in the said Office Memorandum stands amended as follows:

- (1) **Point No. 3 (vii):** A short advertisement shall be published in the two widely circulated local daily newspapers, one in English and other in vernacular language.
- (2) **Point No. 3 (xix):** Skill test/apptitude test, wherever necessary, may be considered for screening eligible candidates to be called for written examination and only qualified candidates shall be called for written examination. However, skill test/apptitude test may be conducted after written examination, if required, in order to avoid engagement of huge resources for skill test/apptitude test.

If skill test/apptitude test is conducted after written examination then successful candidates in written examination, as per their rank in merit list, in proportion of twice the vacancies advertised may be called for skill test/apptitude test. In case of failure of requisite candidates to qualify the skill test/apptitude test to fill up the vacancies, the next ranked candidates from the merit list must be called for skill test/apptitude test in the same proportion, as prescribed above, i.e. twice the number of unfilled vacancies.

For example:

If 10 vacancies are advertised and 20 candidates are called for skill test/apptitude test as per order of merit after written examination.

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Out of 20 candidates only 08 candidates pass skill test/apptitude test and remaining 12 candidates fails and hence 02 vacancies will remain unfilled due to shortage of eligible candidates. Under such situation, next ranked 04 candidates from the merit list, in the same proportion i.e. twice of unfilled vacancies must be called.

In this case also final merit list of selected candidates must be strictly maintained as per the marks obtained in written examination only and their performance in skill test/apptitude test should not be counted for drawing final merit list.

(3) **Point No. 4:** The Head of the Department/Appointing Authority shall based on the results declared on the web portal [www.goa.gov.in](http://www.goa.gov.in), proceed to verify the documents of equal number of candidates as number of post advertised plus wait list candidates.

(4) **Point No. 5 (ix):** The Departmental Selection Committee shall, in addition to the select list also prepare a separate wait list for the vacancies upto 10 two candidates; for vacancies from 11 to 25 @ 25%; for vacancies from 26 to 50 @ 15% and for vacancies above 50 @ 10% of the vacancies.

Provided further that the candidate from the wait list may be considered, only if the candidate from the select list does not accept the offer of appointment.



(Eshant V. Sawant)

Under Secretary (Personnel-I)

To,

1. All Heads of Departments/ Offices.
2. All Corporations/Autonomous Bodies.
3. All Secretariat Departments.
4. The Secretary, Goa Public Service Commission, Panaji.