

Guidelines for the Recruitment Procedure for filling up of group 'C' posts i.e Junior Stenographer (Stenographer Grade -III).

(i) Screening will be conducted in the form of skill test for shortlisting the candidates for written test since the eligibility requirements for the said posts prescribe minimum skills i.e. Speed of 100 words per minute in short hand and 35 words per minute in typewriting for the post. Only those candidates clearing shorthand test will be allowed to appear for the typing test and the candidates clearing typing test will be allowed to appear for the written test.

(ii) A written examination shall be held for recruitment of group 'C' posts i.e Junior Stenographer (Stenographer Grade -III). The examination shall be conducted by Goa State Legal Services Authority.

(iii) The total marks of written examination shall be 100 marks with questions having Multiple Choice Questions (MCQs). The questions will be objective type and duration of examination shall be of two hours.

(iv) The questions will be based on essential qualification, general knowledge, reasoning ability, quantitative aptitude, computer knowledge etc. commensurating with the degree/ level of understanding required for the post.

(v) **Syllabus for written test for the post of Stenographer.**

1. General Knowledge
2. English Grammar
3. Current affairs
4. History and Politics of State of Goa
5. Computer Knowledge
6. Events of National and International importance

(vi) Shorthand Test and Typing test being qualifying in nature shall not be considered for drawing merit list.

(vii) Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in the written examination as per merit. The Head of Department/Appointing Authority shall publish the entire result on the notice board of the Department, as well as on its official website

(viii) 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.

(ix) There shall be no allocation of marks for educational qualifications and the selection of the candidates shall be done strictly as per the marks scored in written examination.

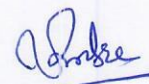
(x) The Appointing Authority, based upon the results declared on the Goa State Legal Services Authority website, proceed to verify the documents of eligible candidates. The verification process shall be conducted on the same date when the Departmental Selection Committee shall meet for finalizing the select list.

(xi) Once the Departmental Selection Committee prepares the final selection list and wait list which shall be subject to the verification of the documents, the Head of the Department/Appointing Authority shall publish these lists on the Notice Board/website of the Goa State Legal Services Authority.

(xii) Instructions to the Candidates regarding shorthand test, typing test and written test, in addition to those mentioned in the notice dated 23/01/2023, will be issued separately and will be published on the official website.

Panaji, Goa

Dated: 23/01/2023.



(Vijaya V. Ambre)
Member Secretary, GSLSA