

GOVERNMENT OF GOA  
DIRECTORATE OF TRIBAL WELFARE

Shrama Shakti Bhavan, 5<sup>th</sup> Floor, Patta, Panaji Goa Tel. No. 2438024, Fax 2438052

DOIT- Porvorim

Entry No.: 1233113

Date: 15/9/14

1-19-2014-15/ADMN/DTW/4348

Dated: -04/9/2014

C I R C U L A R

The Government has created a new Department Viz. Department of Tribal Welfare vide Notification No.23/1/87-GA&C (Vol.I) dated 29/01/2010.

It is now proposed to fill **one post of i) UDC, ii) Head clerk and iii) Sr.Steno** each of (Group 'C') Non-Gazetted on deputation basis from amongst the designated staff working in Government Department of the State Government.

The tenure of deputation shall be initially for a period of one year extendable by another one year as per exigencies and shall be regulated as per the standered terms of deputation as contained in the O.M.No.13/4/74-PER dated 12.2.1999 issued by the Personnel Department and Government of India's Guidelines issued from time to time.

The UDC, Head Clerk and Sr.Steno working in Government Departments of the State Government who are willing to work on deputation in the Directorate of Tribal Welfare may intimate their willingness in the Annexure appended through proper channel to this Department latest by 19/9/2014.

Encl: Annexure on overleaf.

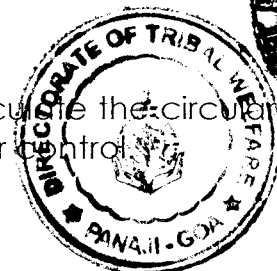
*Sandhya Kamat*  
(Sandhya Kamat)  
Director of Tribal Welfare &  
Ex-Officio Jt.Secretary (T/W)

To: *The Director  
Information Technology  
Porvorim Goa*

*PA-SP  
DD(Admin)*

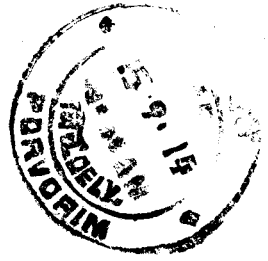
*15/9/14*

1. All the Head of Department with a kind request to circulate the circular among the UDCs, Head Clerks and Sr.Steno working under their control.
2. The Secretary, Tribal Welfare, Panaji for information
3. o/c
4. Guard file



ANNEXURE

BIO DATA



1) Name & Designation of the Officer:

2) Father's/Husband's name:

3) Date of Birth:

4) Residential Address:

5) Educational Qualification:

6) Pay Scale & the present basic pay Drawn:

7) Computer courses attended at Government level as well as private.

(Details as to the name of the course & its duration, indicating dates)

8) Date of entry in Government Service & the post to which appointed at entry level.

9) Names of the Departments worked since appointment  
And the duration of the post held in each  
(Date wise details may be furnished)

10) Date of present posting & the designation of the post held.

11) Any other information