



DD No. Porvorim  
 Entry No. 1232898  
 Date 21/9/14

**GOVERNMENT OF GOA**  
**INSTITUTE OF PSYCHIATRY & HUMAN BEHAVIOUR,**

**Bambolim-Goa.**

Ph. No. (0832) 2458687, Fax No. 2458240

File No.3/77/2002-Est/1348

Dated:- 13/8/2014

**MOST IMMEDIATE**

**C I R C U L A R**

Sub: - Filling up the post of Sr. Stenographer on deputation at Institute of Psychiatry & Human Behaviour.

It has been decided to fill up one post of Senior Stenographer in the PB Rs.9300-34800 + G.P. Rs.4200/- on deputation amongst the Sr. Stenographer/Stenographer Grade-I in the Government Departments of the State Government.

Junior Stenographer/Stenographer Grade-II with three years regular service in the grade may also apply for the post.

The tenure of deputation shall be initially for a period of one year and can be extended by another one year as per exigencies and shall be regulated as per the standard terms and conditions of deputation as contained in the Government O.M. No.13/4/74-PER dated 12/2/1999 issued by Personnel Department, Secretariat as amended from time to time.

The Sr. Stenographer/Stenographer Grade-I or Jr. Stenographer/Stenographer Grade-II with 3 years service in the grade who are willing to work on deputation may apply on or before 12/9/2014, to this office for selection in the proforma appended through Proper Channel alongwith photocopies of their A.C.Rs. of the preceding three years.

DD(Agen) / P.A.S.P.  
 29/8/14



Director and Dean,  
 Institute of Psychiatry & Human  
 Behaviour, Bambolim-Goa.  
 IPHB, Bambolim-Goa.  
 21/9/14

To, All the Head of Departments/Offices.

41.

Directorate of Information Technology,  
 Porvorim.

P.T.O.

**PROFORMA**

**BIODATA**

1. Name & Address of the applicant :
2. Father's/Husband's Name :
3. Residential Address
4. Date of appointment to the present post :
5. Date of Birth/Age :
6. Scale of Pay :
7. Present Pay :
8. Educational Qualification :
9. Experience :

SR.NO.	POST HELD	PERIOD		SCALE OF PAY
		FROM	TO	

Place:

Date:

Signature of Applicant

**CERTIFICATE**

(To be given by the forwarding authority)

Verified and certified that the particulars furnished by the applicant are correct. It is certified that no disciplinary/vigilance case is either pending or contemplated against the said candidate.