

**GOA PUBLIC SERVICE COMMISSION**

**Form for referring proposals for PROMOTION**

**1. Name:- PERSONNEL DEPARTMENT**

Name of referring Department	
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**2. Composition:-**

Constitution of the Departmental Promotion Committee (enclose copy)	<b><u>Name</u></b>	<b><u>Designation</u></b>	<b><u>Tel. No.</u></b>	
			<b><u>Off.</u></b>	<b><u>Res.</u></b>

**3. Grade:-**

Grade or post to which promotion is to be made	<b>Designation</b>		<b>Classification</b>		<b>Scale of pay</b>		
	<b>1</b>		<b>2</b>		<b>3</b>		
	<b>No. of posts in the grade:-</b>						
	<b>Filled</b>			<b>Unfilled</b>			
	<b>Permanent</b>		<b>Temporary</b>	<b>Permanent</b>		<b>Temporary</b>	
	<b>4</b>		<b>5</b>	<b>6</b>		<b>7</b>	

**4. Year wise break-up :-**

Year wise break up of the number of regular vacancies Permanent/Temporary indicated in column 6 and 7 of Item 3:-					
<b>Year</b>	<b>General</b>	<b>SC</b>	<b>ST</b>	<b>PH</b>	<b>Total</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

Cont.....2/-

**5. Recruitment Rules for the Grade/Post :-**

(a) Date on which the recruitment rules amendment to R/Rules were notified in the Gazette and UPSC/GPSC reference under which they were approved (enclose copy)	
(b) Method of recruitment prescribed:- i) Direct recruitment:-	
ii) Promotion:-	
iii) Deputation/Transfer:-	

**6. Field of Choice:-**

Grade or posts from which promotion is to be made:-	<b>Designation</b>	<b>Classification</b>
	<b>1</b>	<b>2</b>
	<b>Scale of pay</b>	<b>Educational qualification and experience prescribed for eligibility for promotion</b>
	<b>3</b>	<b>4</b>

**7. Previous reference:-**

U.P.S.C./G.P.S.C. reference No. and date under which promotion to the grade/post was last considered:-	
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**8. Seniority list:-**

(a) Whether the seniority list as in the prescribed proforma (Annexure - I) has been enclosed. If there are more than one feeder grade, enclose separate seniority lists for each grade, together with combined Seniority List:-	
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(b) Whether all eligible officers including those belonging to SC/ST and those on deputation etc. are included and whether those belonging to SC/ST and those who are on deputation are clearly indicated in the Seniority List:-	
(c) Whether the list, before finalization was circulated to all concerned:-	
(d) Whether there are any officers whose seniority has not been finalized. If so, give details:-	
(e) Whether the seniority list (Annexure-I) has been duly authenticated by an Officer not below the rank of Secretary to the Government:-	
(f) Whether the list has undergone any changes since it was last placed before the D.P.C. If so, give details in Annexure – I, A:-	

**9. Eligibility list:-**

An eligibility list showing separately Officers who are eligible for different years for which the Select list is to be prepared should be drawn up and enclosed. The eligibility list for past years should be drawn up as on the 31 <sup>st</sup> December of the year for which the panel is drawn. In cases where there are more than one feeder grade for which no specific quotas have been earmarked, a common eligibility list should be forwarded.	
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**10. Character Rolls:-**

Whether a list (induplicate) has been attached showing the names of officers whose character rolls are enclosed with this reference (complete and upto date Character Rolls of all eligible candidates are to be furnished).	
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**11. Integrity Certificate:-**

(a) Whether an integrity certificate as prescribed by the Government has been enclosed:-	
(b) Whether there are any officers against whom vigilance proceedings are either pending or contemplated; if so, please indicate their names:-	

**12. Self-contained note for the D.P.C.:-**

Whether a self-contained note for the D.P.C. explaining the proposals for promotion, has been enclosed:-	
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**13. List of the documents enclosed:-**

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**C E R T I F I C A T E**

Certified that all the above columns have been filled correctly and enclosures have been enclosed. The insertion has been checked by me before sending to Commission.

Name of the <Principal Secretary (Personnel)> :

Signature:

Place:

Date:

Office Seal

