



Government of Goa  
Inspectorate of Factories and Boilers  
Altinho, Panaji, Goa – 403 001

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Ref. No.2/05(Part-I)/ADM-IFB/2019/4140

Dated: 06.02.2019 (Magha 16, 1940)

CIRCULAR

**Sub: Filling up of one post of Programme Officer (Group B Gazetted) in the Inspectorate of Factories & Boilers by transfer on deputation.**

1. One post of Programme Officer (Group 'B' Gazetted) in the Level-7 in the Pay Matrix as per 7th CPC (Pre-revised pay scale of Rs. 9300 – 34800 + Grade Pay of Rs. 4600/-) is proposed to be filled up by transfer on deputation from among the officials holding analogous post in various Departments of State Government. Details of the post, qualifications and experience prescribed for direct recruits, duties & responsibilities attached to the said post, etc. are given in the **Annexure-I**.
2. The appointment will be regulated as per the standard terms of deputation issued by the Department of Personnel, Government of Goa, from time to time.
3. The Head of Departments / Chief Executive Officers of the Government Undertakings / Autonomous Bodies / Corporation, etc. are requested that the vacancy be circulated amongst the eligible employees of the department and the names of such eligible officials who are willing to work on deputation as Programme Officer (Group 'B' Gazetted) in the Inspectorate of Factories & Boilers and whose services can be spared immediately may be recommended for appointment by transfer on deputation to this Inspectorate **on or before 20.02.2019** and the application in the proforma appended hereto as **Annexure-II** duly filled may be forwarded to this Office. Up-to-date confidential report dossiers of last five financial years may also be sent in sealed envelope.
4. It may also be confirmed that no disciplinary proceedings / vigilance cases are pending or contemplated against the official proposed for the deputation.
5. Advance copies of applications or those received after the prescribed closing date or not accompanied by required certificates/ documents are liable to be rejected.

(VIVEK P. MARATHE)  
Chief Inspector of Factories & Boilers  
and Ex-Officio Joint Secretary

Copy to:

1. All Heads of Department / Chief Executive Officers of Government undertakings / Autonomous Bodies / Corporations .... With request to circulate among the eligible staff in their Organizations.
2. Office copy.

HE  
7/2/19  
Pratishah  
Circulate

1.	Name of the post	:	Programme Officer
2.	Classification of post	:	Group 'B' Gazetted
3.	Pay scale	:	Level 7 of Pay Matrix (pre-revised Pay scale - Rs. 9300 – 34800 + Grade Pay of Rs. 4600/-)
4.	Eligibility conditions for appointment by transfer on deputation:	:	Holding analogous posts in the State
5.	Educational and other qualifications required for direct recruits	:	Essential: (i) Graduate in Arts/Science of a recognized University. (ii) Training in Labour Statistics. (iii) Experience in Administration of training programme and teaching of not less than two years (iv) Knowledge of Konkani Desirable: Knowledge of Marathi
6.	Place of posting	:	Altinho, Panaji, Goa
7.	Duties attached to the post	:	(i) To prepare calendar of non-academic training programmes on topics pertaining to Safety & Health for industrial employees and others as per the requirement; (ii) To organize in house and in plant training programmes as per the training calendar and as per the industry needs which are on chargeable basis; (iii) To conduct non- academic courses affiliated to DGFASLI, Ministry of Labour & Employment, Govt of India such as One Month Supervisory Course for the Supervisors working in Hazardous Process industries and Three Month Certified course of Associate Fellow of Industrial Health for Doctors which are on chargeable basis; (iv) To conduct awareness programmes on account of National Safety Week / World Environment Day, etc; (v) To conduct programmes on chargeable basis for drivers on "Safe Transportation of Hazardous Goods by Road" which is mandatory for drivers as per the RTO norms; (vi) To co-ordinate with guest faculty members / other organizations for the purpose of conducting training programmes as stated above. (vii) Any other work / responsibility allotted by Head of the Department.

**APPLICATION**

1. Name in full and Designation :
2. Date of Birth :
3. Residential Address :
4. Department in which working :
5. Place of present posting :
6. Date of appointment to the present post :
7. Educational Qualification (enclose supporting documents) :
8. Service particular in brief (since date of joining Govt. Service) :

Sr. No.	Post Held	Period		Scale of Pay (Level as per 7 CPC / pre-revised )
		From	To	

9. Nature of work handled in the present post :
10. Pay Scale :
  - (a) Level as per 7 CPC :
  - (b) Present basic pay :

Signature of Applicant

Place:

Date:

**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 proceedings/vigilance cases are either pending or contemplated against the said official.

Signature of forwarding Authority / Head of Department with seal