

**A- RECRUITMENT / APPOINTMENT PROCEDURE / RELATED INSTRUCTIONS  
FOR DIRECT RECRUITMENT****Personnel Department**

No. 6/14/2016-PER /2771

Dated: 15/10/2019

**OFFICE MEMORANDUM**

In order to streamline the process of verification of Caste Certificate in respect of OBC candidates and standardize the practice and instruments of order etc following instructions are issued :

2. Directorate of Social Welfare shall complete the verification of Caste Certificate in respect of candidates selected for Government jobs under Reserved Category, in a time bound manner and not later than 90 days from the date of receipt of application from the candidates.

3. A model "memorandum of offer of appointment" and "appointment order" to be issued to OBC candidates incorporating the clause of submission of caste verification certificate in a time bound manner is appended to this Officer Memorandum for the use of all the Departments. Necessary modifications may be done to model Memorandum and Order, as per the requirement of the concerned Departments.

Sd/-

(Shashank Thakur)

Under Secretary Personnel-I)

**DRAFT OFFER OF APPOINTMENT**

File No:

Dated: \_\_\_\_\_

**By REGD. A/D.****MEMORANDUM**

On the recommendation of the Goa Public Service Commission/Departmental Selection Committee/Goa Staff Selection Commission, vide their minutes/Letter No. \_\_\_\_\_ dated \_\_\_\_\_, <name of the candidate> is offered a temporary post of <name of the post>, (Group \_\_\_\_\_ Gazetted/Non Gazetted) under the Government of Goa, in the Level \_\_\_\_\_ of the Pay Matrix. His/her pay will be fixed in accordance with the Central Civil Service (Revised pay) Rules, 2016.

2. The appointee will also be entitled to draw Dearness Allowance and other allowances at the rates admissible under the Rules, subject to the conditions laid down in the Rules and orders governing the grant of such allowances in force from time to time.

3. The terms of appointment are as follows:-

(i) The appointment is on temporary basis and will not confer any title to permanent appointment.

(ii) The appointment may be terminated at any time by a months' notice given by either side viz the appointee or the appointing authority, however the appointing authority reserves the right of termination of the services of the appointee forthwith and on such termination, the appointee shall be entitled to claim a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he/she was drawing then immediately before the termination of his/her services, or as the case may be, for the period by which such notice falls short of one month.

(iii) The appointment carries with it the liability to serve in any part of the State of Goa.

(iv) The appointee will be on probation for a period of two years/or period specified in RR's during which time he/she will have to undergo such training as may be prescribed and pass the Departmental Examination as provided under Rules.

(v) Other conditions of service will be governed by the relevant rules and orders in force from time to time.

4. The appointment will be further subject to:-

- (i) Production of a certificate of fitness from the Medical Board, Goa Medical College, Bambolim/ or authorized medical officer as the case may be.
- (ii) Submission of a declaration in the form **enclosed (Annexure-I)** and, in the event of the candidates having more than one spouse living or being married to a person having more than one spouse living, the appointment will be subject to his/her being exempted from the enforcement of the requirement in this behalf.
- (iii) Taking of an **oath of allegiance/faithfulness to the Constitution of India** (or making a solemn affirmation to that effect) in the prescribed form **enclosed**.
- (iv) Production of the following certificates in original:-
  - (a) Discharge Certificate of the previous employment, if any.
  - (b) Certificate of qualification possessed and certificate of age.
  - (c) Certificate of verification of Character and Antecedents.

5. It may please be stated whether the candidate is serving or is under obligation to serve, another Central Government Department, State Government or a public authority.
6. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, the candidate will be liable for removal from services and/or for other action as the Government may deem necessary.
7. If <name of the candidate> accepts the offer on the above terms he/she should communicate his/her acceptance to the undersigned on or before \_\_\_\_\_. If no reply is received by the prescribed date, the offer will be treated as cancelled.
7. No traveling allowance will be allowed for joining the appointment.
8. <name of the candidate> is requested to produce his/her qualification, Birth certificate, Caste certificate (if applicable) in original to the undersigned for verification.
9. <name of the candidate> shall produce the Caste verification certificate (if applicable) within three months from the date of joining the service failing which the department/Appointing Authority may take deem fit action.

\_\_\_\_\_  
Appointing Authority

**Encl :** As above.

To,

<name of the candidate>,

<address>

**Copy to:-**

1. The
2. Guard file.
3. O/c.

**Note:-** The Appointment orders in respect of Group 'A' & 'B' (Gazetted) officers shall be issued by order and in the name of Governor of Goa