

**DRAFT APPOINTMENT ORDER**

File No: \_\_\_\_\_

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

Read:-Memorandum No. \_\_\_\_\_

**ORDER**

On the recommendation of the Goa Public Service Commission/ Departmental Selection Committee/Goa Staff Selection Commission as conveyed vide their minutes/letter No. \_\_\_\_\_ dated \_\_\_\_\_, the Governor of Goa/Appointing Authority is pleased to appoint <name of the candidate> as probationer to the <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 with immediate effect.

2. The above candidate has been declared medically fit by the Medical Board/ authorized medical officer as the case may be. His/her character and antecedent has been verified.

3. The above candidate shall be on probation for a period of two years with effect from the date of joining, during which he/she shall undergo a departmental training and shall have to pass the Departmental Examination prescribed under the rules.

4. The pay and allowances of the above candidate shall be debited to the Budget Head controlled by the concerned Department wherever he/she is posted from time to time, or as per specific orders issued by Personnel Department.

5. The above candidate shall join the duties in the Personnel Department, within a period of fifteen days from the date of receipt of this order.

6. The appointment of the above candidate shall be subject to the verification of the genuineness of his/her educational qualification certificates & caste certificates (if applicable) which will have to be produced by him/her within 03 months from the date of joining the service.

( \_\_\_\_\_ )  
Appointing Authority

**Copy to:-**

- 1) Name of the candidate, address.
- 2)
- 3) The Director of Accounts, Panaji-Goa.
- 4) The Sr. Dy. Accountant General, Audit, Porvorim-Goa.
- 5) The Personal files.
- 6) The Guard file.
- 7) O/C.

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