

Goa Human Rights Commission,  
Old Directorate of Education Building,  
1<sup>st</sup> floor, 18<sup>th</sup> June Road, Panaji-Goa 403001.

Tel.No. (0832) – 2424031/32

Email: sect-ghrc.goa@nic.in

No. 3/58/2015-GHRC /Part file/ 444

Dated:- 29/07/2025

## **VACANCY CIRCULAR**

**Sub: - Filling of the post of Stenographer Grd-I, in the Goa Human Rights Commission on a deputation basis.**

The GHRC is the statutory autonomous body set up under the Protection of Human Rights Act, 1993 with effect from the year 2011. The Office of the GHRC is at Old Directorate of Education Building, 1<sup>st</sup> floor, 18<sup>th</sup> June Road, Panaji-Goa.

It is proposed to fill up the below-mentioned post, on deputation from amongst the eligible persons working in State Government and State PSUs/ Autonomous/ Statutory bodies, in the Goa Human Rights Commission (GHRC).

**1. Stenographer Grd-I      One Post    Pay Scale Rs. 9300-34800-4200    Level- 6**

**Eligibility:-**Stenographer Grade I or Jr. Stenographer / Stenographer Gr. II with five years of experience in the Government Department/Autonomous Body.

Pay and other terms & conditions of the officials on deputation shall be governed by the provisions laid down in the Department of Personnel & Training, O.M. No. 13/4/74-PER dated 20/11/2013 as amended from time to time.

The selected candidate will be appointed on a deputation basis initially for the period of one year which may be extended from time to time as per the rules.

Only such recommendation/application, as are accompanied by the requisite personal data in Annexure -I will be considered.

It is requested to give wide publicity to this vacancy circular amongst staff under your Administrative control and applications in the prescribed proforma in (Annexure-I) along with the attested copies of the APAR of the officers for the last five years, who can be spared in the event of their selection may be sent to this Office, **on or before 05/09/2025**. Applications received after the last date or otherwise found incomplete will not be considered. While forwarding the application, it may also be verified and certified that the particulars furnished by the applicant are correct and no disciplinary proceedings are pending or contemplated against him/her.

Applications may be forwarded in prescribed proforma so as to reach this office on **or before 05/09/2025**.

*ASB*  
29/7/25

(Anita S. Bhosle)  
Under Secretary

Goa Human Rights Commission

To

All the Heads of Departments/Offices/Autonomous Bodies/Corporations.

**ANNEXURE-I**

**THROUGH PROPER CHANNEL**

From:  
Address:  
Date:

To,  
The Secretary,  
Goa Human Rights Commission,  
Old Directorate of Education Building,  
1<sup>st</sup> floor, 18<sup>th</sup> June Road, Panaji-Goa.

Sub.: -Application for the post of \_\_\_\_\_

Sir,

With reference to your vacancy circular No. 3/58/2015-GHRC/Part file/444 dated 29/07/2025, I, hereby express my willingness to work on deputation on the post of \_\_\_\_\_ and hence submit my application with the below mentioned details:

1. Name and Address :-  
( in Block Letters)
2. Date of Birth:-
3. Date of entry into service:-
4. Date of retirement:-
5. Educational Qualification:-
6. Experience possessed:
7. Date of employment (in chronological order) :-

Department/Offices/Autonomous Bodies/Corporations	Post held on regular basis	Period of the post held	Pay band +Grade pay	Nature of duties handled

**Declaration**

I have persued the vacancy circular and I am aware that the information furnished by me will also be assessed by the selection Committee at the time of selection of post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date:-

(Signature of the Candidate)  
Name :  
Address:  
Mobile No.:  
Email: