

# APPOINTMENT

## GOVERNMENT OF GOA INSTITUTE OF PSYCHAITRY AND HUMAN BEHAVIOUR BAMBOLIM –GOA 403202

Applications in the prescribed form appended hereto for the following Group 'C' posts on regular basis are invited by the Director, Institute of Psychiatry and Human Behaviour, Bambolim Goa from the candidates up to 45 years of age as on 21/10/2021 and possessing i) valid 15 years residence in Goa and (ii) valid employment exchange registration number/card compulsory latest by 21/10/2021 from 10 a.m. to 5.00 p.m. for filling up the post of Attendant.

| Sr. No. | Name of the Post and             | No. of Posts | No. of Posts/ Reserved for.  | Educational Qualification  |
|---------|----------------------------------|--------------|--|--|
| 1.      | Attendant Level-1<br><br>18000/- | 135          | <b>UR- 49<br/>ST-21<br/>SC-3<br/>OBC-47<br/>EWS-15</b><br><br><b>Total :-135</b><br>(out of 135, total 7 posts are reserved for PwD i.e. 04 posts –Low vision & 03 posts – Specific learning disability and 03 posts- reserved for Ex-Serviceman | <b>Essential:-</b><br>1) Passed Secondary School Certificate Examination from a recognized Board/Institution.<br><b>OR</b><br>Successfully completed the course conducted by a recognized Industrial Training Institute.<br>2) Knowledge of Konkani.<br><b>Desirable:-</b><br>1) Knowledge of Marathi. |

### Terms and Conditions

**Age not exceeding 45 years (relaxable for Government Servants by five years in accordance with the instruction or orders issued by the Government)**

For reserved categories the candidates should have valid caste certificate issued by the competent authority.

- 1) Only the eligible candidates fulfill the criteria as stated above shall apply and the candidates need not furnish any documents at the time of applying the post.
- 2) The candidature of shortlisted candidate shall not be considered if he/she is found ineligible at the time of verification of essential documents, even though he/she has passed the examination.
- 3) The applicants should clearly mention in the application the name of the post and category for which the application is made eg. Post Attendant category Unreserved/OBC/ST/SC /EWS/ PWD/ Ex –Serviceman.
- 4) No TA/DA is admissible for attending the verification of certificates /written test.
- 5) The appointing authority reserves the right to call adequate number of meritorious candidates for verification of original documents.
- 6) Late and incomplete application will be summarily rejected.
- 7) All candidates will be called for the written examination on a suitable date and time which will be communicated through an advertisement in the daily news papers on a short notice on a official website and no personal calls/letters will be made.
- 8) Candidates working in Government office/ department shall send their applications through proper channel.
- 9) **Written examination** will consist of MCQ type question for the purpose of final selection of the candidates. Total marks allotted for the written test is 100 marks for 01 hour duration. The selection of the candidates would be entirely based on the marks secured in the written test and no weightage would be given to any other aspects such as additional education qualification, additional experience etc.
- 10) **The syllabus for the written test of the post of Attendant is 1) Logical reasoning and Quantitative aptitude 2) General English and 3) General Knowledge.**
- 11) Selection of the candidate shall be determined in accordance with the marks obtained by each candidate in the written examination as per merit.
- 12) The duties of the post of Attendant is as follows:

- Maintaining personal hygiene of patients, whenever required, by giving them bath, changing their clothes, assisting barber (Male/Female) in nail/hair cutting etc.
- Cleaning of utensils such as cups, plates etc. used by patients.
- Assisting kitchen staff in serving food for patients, under supervision of staff nurse.
- Assisting staff nurse in bed making and feeding of bed ridden patients etc.
- Assisting of staff nurse in physically controlling the restless and unmanageable patients.
- Assisting staff nurse in maintaining strict vigilance round the clock for suicidal, homicidal and escaping patients etc.
- Independently accompanying patients referred to Goa Medical College, Dental College, TB Chest Hospital and other section IPHB, by treating doctors for various consultation/liaison, as and when required.
- Accompanying and attending (in shift duties, round the clock) admitted IPHB patients who require admission at GMC/TB Chest and other hospital for their co-morbidities, till their relatives report to GMC/ TB Chest hospital or till the patient is transferred back at IPHB (whichever is earlier).
- Assisting staff nurse during electroconvulsive therapy and post electroconvulsive therapy etc.
- Accompanying discharged patients to the bus stand or railway station or to their residence in Goa.
- Collecting material and medicines from central store for the Wards.
- Keeping stock (handing over and taking over) of patients linen, utensils of patients and other consumable used to maintaining hygiene cleanliness of wards during change of shifts.
- Any other duties assigned by higher authority.

**13) Prescribed application form to be filled which is detailed as below consist alphabetical order (a) to (k) & declaration hence the same may be uploaded correctly from the website:-**

Entry Serial No: \_\_\_\_\_

Received Date: \_\_\_\_\_

PHOTO  
SELF  
ATTESTED

**COMMON APPLICATION FORM**

**IN THE INSTITUTE OF PSYCHIATRY & HUMAN BEHAVIOUR , BAMBOLIM, GOA-403202.**

To,  
The Director,  
Institute Of Psychiatry & Human Behaviour ,  
Opp. Holy Cross Shrine,  
Bambolim, Goa-403202.

Subject: Application for the post of \_\_\_\_\_.

Sir,

With reference to advertisement in local news paper \_\_\_\_\_  
dated \_\_\_\_\_, I hereby apply for the post of \_\_\_\_\_  
in the Institute of Psychiatry & Human Behaviour , Bambolim, Goa.

My Bio-data is as under:

a) Name: \_\_\_\_\_  
(in capital letter)      NAME                      MIDDLE NAME                      SURNAME

b) Father's/Husband Name: \_\_\_\_\_

c) Address:      Door No. \_\_\_\_\_ Location \_\_\_\_\_  
Village/Town \_\_\_\_\_ Taluka \_\_\_\_\_  
Constituency \_\_\_\_\_ District \_\_\_\_\_  
State \_\_\_\_\_ Pin. \_\_\_\_\_

d) Whether posses required qualification: Yes / No.

e) Category: \_\_\_\_\_  
(eg. Unreserved/OBC/ST/SC/EWS/PWD/Ex-serviceman)

f) Date of Birth : Day/ \_\_\_\_\_ Month/ \_\_\_\_\_ Year \_\_\_\_\_.

g) WhatsApp Contact No. \_\_\_\_\_

h) E-mail ID: \_\_\_\_\_

i) Whether possess valid employment Registration: Yes/No  
Number: \_\_\_\_\_

j) Whether possess valid 15 years  
Residential Certificate at Goa: Yes/No

Number: - \_\_\_\_\_

k) Whether possess valid Caste Certificate: Yes/No

Number: \_\_\_\_\_

### **DECLARATION**

I \_\_\_\_\_  
son/daughter/wife of \_\_\_\_\_ hereby state that, the  
contents of the application are true to my own knowledge and I declare that,  
I possess the requisite essential qualification and other mandatory documents  
for the post. I understand that in the event of particulars or information given  
herein being found false or incorrect, my candidature for the recruitment is  
liable to be **REJECTED OR CANCELLED EVER AFTER  
SELECTION.**

Yours faithfully,

(\_\_\_\_\_)

Signature of the applicant with full name