



Government of India
Ministry of Home Affairs
OFFICE OF THE REGISTRAR GENERAL, INDIA
Room No. 110, Ad-II Section Sewa Bhawan
R.K.Puram, New Delhi-110066

File No. A-24011/04/2006-Ad-II

Dated 19-7-2012

CIRCULAR

Sub:- Recruitment to the post of Canteen Attendant in ORGI (Hqrs.)

Applications are invited from eligible candidates for the filling up of 04 posts of Canteen Attendant in the Office of Registrar General, India, New Delhi.

1. Name of the post: Canteen Attendant
2. Nationality: Indian
3. Classification of Post: General Central Service, Group C, Non-Gazetted (Non-Ministerial)
4. Pay Band and Grade Pay: Rs. 5200-20200 (PB-1)+Grade Pay of Rs. 1,800/-
5. Educational Qualification: Matriculation or equivalent pass from a recognized Board
6. Place of posting: New Delhi
7. No. of vacancies: Total 04 (ST-01, OBC-01 and UR-02)
8. Age Limit: Between 18 to 25 years. Age relaxation upto maximum of 5 years for ST and 3 years for OBC.
9. Mode of Selection :- Candidates fulfilling the minimum prescribed qualification will be shortlisted at the discretion of Office of Registrar General of India and shortlisted candidates will be required to appear at the Interview.
10. The reserved vacancies will be filled up separately from amongst the eligible ST/OBC candidates.
11. It is, therefore, requested that the applications of suitable and eligible officials/candidates may be forwarded to The Under Secretary, Admn-II, Sewa Bhawan, R.K. Puram, New Delhi-110 066 in the prescribed proforma within 60 days from the date of issue/publishing of the Circular in the Employment News/Rozgar Samachar.
12. How to apply: Applications must be submitted in the form published in the Employment News/Razgar Samachar dated_____.



13. Documents to be attached with the application:

- (i) One recent attached passport size photograph to be pasted on the application and one additional duly attested photograph to be enclosed.
- (ii) One self-addressed post-card duly affixed with additional Rs. 6/- postage stamp. The candidate must indicate the name of the post category and advertisement number on the post card.
- (iii) Two self-addressed envelopes of 12 cms x 25 cms size one of which should be affixed with postage stamps worth Rs. 6/-.
- (iv) Two slips indicating the name and postal address of the candidate.
- (v) Documents in support of claim of ST/OBC.
- (vi) Attested copies of certificates and mark statements showing age and educational qualifications. Candidates have the option to either self-attest the photo-copies of various documents to be submitted by them or to submit the copies of the documents duly attested by a Gazetted Officer. Any wrong attestation so as to mislead the Office or to gain access to the recruitment would lead to criminal/debar action against the candidate, beside cancellation of the candidature. All original certificates will be checked at the time of appointment, and the candidature is subject to the result of such scrutiny.
- (vii) Documents in support of claim of age relaxation (for categories)
- (viii) Candidates should note that only the date of Birth as recorded in the Matriculation/ equivalent certificate on the date of submission of application will be accepted by the Office and no subsequent request for its change will be considered or granted.
- (ix) If the above documents are not submitted along with the application, the application will be rejected summarily or at any stage of the recruitment process and no request for revival will be considered.
- (x) Incomplete or unsigned applications without photograph or late applications will be rejected summarily.
- (xi) The candidates must note that provisions certificates, marksheets in support of age, educational qualifications, signed by the Principal of Colleges or Schools are not acceptable by the Office. Attested copies of marksheets certificates signed/ issued by University/Board's competent officers need be submitted along with the applications.

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Application Form

Passport size
photograph duly
attested

Advertisement No.:

Post applied for : _____

1. Name of the candidate:
(as prescribed in Matriculation and equivalent certificate)
2. Father/Husband Name:
3. Address for Communication:
4. Category (whether ST/OBC/UR)
5. Date of Birth
(as prescribed in Matriculation and equivalent certificate)
6. Sex (Male/Female):
7. Educational Qualification:
8. Nationality:
9. Are you seeking reservation as ST/OBC: Yes/No
If Yes, write - ST/OBC
- Are you seeking age relaxation: Yes/No
- If yes, indicate under which category age relaxation is being sought: _____ (Also
attach attested copy of the requisite certificate in support of your claim of age relaxation).
10. List of documents attached alongwith application form. (only duly attested copies of the
certificate).

11. Declaration:

- a) I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and have been filled in my own handwriting.
- b) I have read all the provisions mentioned in the advertisement carefully as published in the Employment News and I hereby undertake to abide by them.
- c) I have also enclosed duly attested copies of the relevant documents/certificates.
- d) I understand that in the event of information being found false or detected incorrect or incomplete at any stage prscribed in the notice or any ineligibility being detected before or after the selection, my appointment is liable to be cancelled/terminated automatically without any notice to me and action can be taken against me by the competent authority.
- e) The information submitted herein shall be treated as final in respect of my candidature for the post applied for through this application form.

(Signature of the Applicant)

Place:

Date

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