

No.A.32022/3/2011-Ad.III (Vol-II)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)
Room No. 3, North Block, New Delhi - 110001

A. The Department of Personnel & Training is in the process of filling up vacant posts in the grade of Canteen Attendant, Departmental Canteen of this Department.

B. Applications are invited on direct recruitment basis as under:

Name of the Post	Pay Band & Grade Pay	Age as on closing date	SC	ST	OBC	UR	PwD	Total no. of posts
Canteen Attendant	₹ 5,200 - 20,200 + 1800 (GP)	18-25 years	0	1	1	5	0	7* (seven)

* The number of vacancies is subject to change

C. Details of the posts (Pay scale, Minimum educational qualification, experience, age limit etc.):

1. Pay Scale: Pay Band-I (5,200/- - 20,200/-) with Grade Pay of 1800/-
2. Educational qualification: Matriculation or equivalent from any recognised institute/board/organisation.
3. Age limit: 18 years to 25 years.
4. Age relaxation: As per existing rules.
5. Posts mentioned above are subject to all India transfer liability rules.
6. Candidates should apply as per the enclosed proforma only. Application in any other format will not be accepted.
7. Candidates will forward applications properly sealed in an envelope to, "The Under Secretary, (Coordination - II), room no. 3, North Block, New Delhi - 110001"; through ordinary posts/by hand. Registered applications will not be accepted. Candidates are requested to super scribe the words, "Application for the post of Canteen Attendant" on the top of the envelope while sending the application form.
8. Last date of receipt of application is 60 days from the date of publication of the advertisement in Employment News.
9. The crucial date for determining the age limit shall be the closing date for receipt of application.
10. Photocopy of the following documents/certificates to be attached along with application duly attested (by gazetted officer or self-attested):
 - a. Matriculation or equivalent certificate.
 - b. Mark sheet of educational qualification (Matriculation or equivalent).
 - c. SC/ST/OBC certificate.
 - d. Certificate/diploma in hospitality management/cooking/catering (optional).
 - e. Copy of the Employment Exchange Registration ID number.
 - f. NOC in original from their present employer in case of Government servant.

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Note: Original certificate should not be sent with the application. These should be produced only in time of verification of document.

11. Incomplete/ineligible applications will be deemed to be invalid and will be rejected without intimation to the candidate. Applicants must read the advertisement carefully before applying for the same.
12. The number of vacancies is subject to change. Further, the employer has the right to cancel or modify this notification without assigning any reason thereof.
13. Canvassing in any form will disqualify the candidate. 'No enquiry or correspondence will be entertained'.
14. No TA/DA is admissible.
15. The decision of the Appointing Authority will be final.
16. The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice / assigning any reasons at any stage.



PROFORMA FOR BIODATA

(For the post of 'Canteen Attendant in the Departmental Canteen of DOP&T)

Paste one self-attested passport size photograph

- 1. Full Name (Sh./Smt./Km.) : _____
- 2. Date of Birth : _____
- 3. Category i.e. SC/ST/OBC/General : _____
- 4. Nationality : _____
- 5. Gender : Male/Female
- 6. Postal Address : _____

 PIN CODE _____
- 7. Telephone No(s): Residence : _____
 Email : _____

8. Academic Qualification:

EDUCATIONAL QUALIFICATION / DIPLOMA	YEAR	NAME OF THE UNIVERSITY/INSTITUTION	SUBJECT

- 9. Employment Exchange Registration ID No. : _____
- 10. Work Experience (If any) : _____
- 11. Languages Known : _____
- 12. Any other information : _____

DECLARATION

I DECLARE THAT THE ENTRIES MADE IN THE COLUMNS OF THIS PROFORMA ARE CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND NOTHING HAS BEEN EITHER CONCEALED OR MISREPRESENTED BY ME.

Place:
Date:

SIGNATURE

Ans/32201/11/0001/1617