

राष्ट्रपति सचिवालय
राष्ट्रपति भवन
PRESIDENT'S SECRETARIAT
RASHTRAPATI BHAVAN

संख्या
No. A-33011/6/08-Estt

नई दिल्ली - 110004
New Delhi - 110004, the 05 May 2017

CIRCULAR

Subject: Filling up vacancies of Assistant Blacksmith, Assistant Fitter and Carpenter in the Work-charged Establishment of the President's Gardens, President's Secretariat, Rashtrapati Bhavan at New Delhi.

Online applications are invited from the eligible Indian citizens for filling up the following vacancies by direct recruitment in the Work-charged Establishment of the President's Gardens, President's Secretariat, Rashtrapati Bhavan at New Delhi: -

S.No.	Name of Post	Level in Pay Matrix	Number of vacancies	Reservation
1.	Assistant Blacksmith	Level-2 {Cell-1} (Rs.19900-63200)	01	UR
2.	Assistant Fitter	Level-2 {Cell-1} (Rs.19900-63200)	01	UR
3.	Carpenter	Level-2 {Cell-1} (Rs.19900-63200)	01	UR

2. **METHOD OF RECRUITMENT, QUALIFICATIONS & AGE LIMIT**

Name of Post	Method of Recruitment	Qualifications	Age Limit
Assistant Blacksmith	Direct Recruitment	12 th pass with relevant ITI Trade Course from govt. Institution	18-27 years (Relaxable as per govt. rules)
Assistant Fitter	-do-	-do-	-do-
Carpenter	-do-	-do-	-do-

3. **Duties of Assistant Blacksmith, Assistant Fitter and Carpenter**: As per Appendix-I

4. **Selection Procedure**

Eligible candidates will have to appear in Written Test (100 marks) and Trade Test (Qualifying nature). Only those candidates who qualify the written test will be allowed to appear in the Trade Test. The candidates will have to secure the minimum qualifying marks in written test. Selection will be made on the basis of the performance of the candidates in the written test and trade test.

5. On appointment, postings will be made anywhere in India particularly at New Delhi, Hyderabad and Shimla and wherever the President's Establishment for the time being may be.

6. **HOW TO APPLY:**

i. Important dates:

Starting date for online registration: **17 May 2017 at 10 AM.**

Last date for online registration: **31 May 2017 at 06 PM.**

ii. Eligible candidates have to apply online through the link provided inside the caption "Circulars for vacancies" available on the website above said website <http://rashtrapatisachivalaya.gov.in>

iii. Candidates in Govt. service should upload the scanned certificate from their employer online.

iv. Canvassing in any manner would lead to summarily rejection of application and candidature at any stage.

v. All particulars (except Residential Address) furnished by the applicant will be treated as final and no change will be allowed therein later on.

vi. **AGE/QUALIFICATION/EXPERIENCE:**

Age/qualifications/ experience will be reckoned as on the last date of closure of receipt of online application.

[Relaxation in age will be given to the candidates belonging to SC/ST/OBC/Ex-Serviceman as per Government of India norms.]

vii. Applicants should upload self-attested copies of the certificate in support of age (matriculation or equivalent examination certificate/required qualification/experience/caste.). The copy of matriculation or equivalent examination certificate should be attached as proof of date of birth. No other document will be accepted for this purpose.

viii. Applicants in case of Govt. servants/those in service in Public Sector Undertakings etc. should be accompanied by complete and up-to-date attested copies of Annual Confidential Reports for the last 05 years along with the required certificate regarding the applicant's integrity etc.

ix. **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT FOR A POST OR POSTS:** President's Secretariat reserves the right to cancel the programme of recruitment to any post(s) at any stage without any prior notice and without assigning any reason thereof.

x. The advertisement can be accessed through President's Secretariat website <http://rashtrapatisachivalaya.gov.in>

- xi. In case of any technical problem regarding submission of online application, kindly contact on Telephone No.011-23015321 Extn.4474 during working days from 9.30 am to 5.30 pm.



(Rubina Chauhan)

Under Secretary (Estt)

Phone: (011) 23015321 Extn. 4313

DUTIES OF ASSISTANT BLACKSMITH

1. To make trowels and slicers from iron strips issued by the Garden Office from time to time.
2. To make rosett and other small implements required for day-to-day working in the gardens.
3. To carry out minor repairs of all the garden implements which can be done in the workshop.
4. To check air pressure of tractors, trolleys etc. and carry out day-to-day repairs.
5. Painting of wooden stands, iron stands and other garden items.
6. Any other duty as assigned by the Sectional Officer (Horticulture)/Garden Superintendent.

DUTIES OF ASSISTANT FITTER

1. Repair and maintenance of lawn mowers of all types.
2. Repair and maintenance of power driven lawn mowers.
3. Periodic checking of lawn mowers for their efficient operations.
4. To keep account of the repairs carried out and maintain a Register of the periodical repairs so as to ascertain if the repairs are necessary or beyond economical repairs.
5. To carry out the repairs of jungle jim, bullock cart trolleys and tractors etc. in coordination with the Assistant Blacksmith and Carpenter.
6. To change mobil oil, keep details of consumption of diesel and other lubricants and to keep Sectional Officer (Horticulture) apprised of the average consumption of oil/lubricants and to change oil filters and other minor repairs of the diesel engines.
7. To carry out instructions given from time to time by Sectional Officer (Horticulture)/Garden Superintendent in connection with the repair of lawn mowers of all types, gang mowers, jungle jim and other machineries used in the Garden Establishment.
8. Any other duty as assigned by the Sectional Officer (Horticulture)/Garden Superintendent.

DUTIES OF CARPENTER

1. To prepare wooden stands, mushroom trays, packing boxes, handles for trowels, slicers etc. and fitting the handles of spades, hedge shears etc.
2. To carry out day-to-day repairs of wood work, replacement of wooden handles of trowels, slicers, spades, hedge shears etc.
3. To carry out repairs of wooden ladders, carrier screens for manure, earth etc.
4. To make screens, wooden ladders and drift wood for decoration.
5. To carry out varnishing, painting of stands and other items used in the gardens.
6. Any other duty as may be assigned by Sectional Officer (Horticulture)/Garden Superintendent.

