

PRESIDENT'S SECRETARIAT
(Administration Section)

No.A-35011/11/16-Admn

08 May, 2017

C I R C U L A R

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

Sl. No.	Name of Post	Level of the Pay Matrix	Educational and other qualifications required	Number of vacancies
1.	Anti Malaria-cum-Multi Tasking Staff	Level 1	<u>Educational Qualification:</u> 10+2 or equivalent in Science stream from a recognized Board. <u>Technical Qualification:</u> Computer knowledge of Microsoft suite.	8 (UR-4, SC-0, ST-1, OBC-3)
2.	Medical Female Attendant-cum-MTS	Level 1	<u>Educational Qualification:</u> 10+2 or equivalent in Science stream from a recognized Board. <u>Technical Qualification:</u> (i) Certificate in First-aid from a recognized institution; (ii) Knowledge of dressing, injection and CPR (Cardiopulmonary resuscitation); (iii) Knowledge of emergency care and maintenance of medical equipment. <u>Experience:</u> At least One year experience of working in any hospital / medical institution.	2 (UR-1, SC-0, ST-0, OBC-1) [only female candidates should apply.]
3.	Chowkidar	Level 1	<u>From Ex-servicemen of Armed Forces</u> <u>Educational Qualification:</u> 10+2 or equivalent from a recognized Board. <u>Technical Qualification:</u> Computer knowledge of Microsoft suite.	2 (UR-1, SC-0, ST-0, OBC-1) [only Ex-servicemen of Armed Forces should apply.]

2. **Age Limit:** 18-27 years [Upper age limit relaxable for SC/ST/OBC/Ex-Servicemen/Persons with Disability etc. as per GoI norms]
3. On appointment, postings will be made anywhere in India particularly in Shimla, Delhi, Hyderabad and wherever the President's Establishment for the time being may be.
4. Brief duties of the posts: -

Sl. No.	Name of Post	Duties
1.	Anti Malaria-cum-Multi Tasking Staff	Duties related to the post of Anti Malaria-cum-Multi Tasking Staff viz. spray of insecticides, checking mosquito breeding, cleaning of surroundings and any other multi-tasking job as and when required.
2.	Medical Female Attendant - cum-MTS	Duties related to the post of Medical Female Attendant-cum-MTS viz. First Aid, Dressing, injection, cleaning and maintenance of medical equipment and any other multi-tasking job as and when required.
3.	Chowkidar	Watch and Ward duty

5. **HOW TO APPLY:**

i. **Important dates:**

Starting date for online registration: 15th May 2017 at 10.00 am.

Last date for online registration: 25th May 2017 at 6.00 pm.

Date of Examination & Selection Procedure:

The applicants will be informed about the date of Written Examination and selection procedure details after 7 days of closing date for receipt of applications through President's Secretariat web link <http://rashtrapatisachivalaya.gov.in>.

- ii. Eligible candidates have to apply online through link provided inside the option 'Circulars for vacancies' available on the website <http://rashtrapatisachivalaya.gov.in>. After submitting the form online, a printout of the application duly signed has to be retained by the candidates for future reference. The details regarding the vacancies, experience, conditions etc. required are available at above said website link.

- iii. Candidates already in Government service and those in Public Sector Undertakings etc. should obtain following Certificate from their Head of the Department and submit the same in the event of their selection:

CERTIFICATE

(in case of Government Servants and those in Public Sector Undertakings etc.)

1. It is certified that the particulars furnished by the applicant are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His/her integrity is certified.
4. It is certified that no minor/major penalties have been imposed on the applicant during the last 10 years.
5. Copies of Annual Confidential Report for the last 5 years are enclosed.
6. It is certified that in the event of selection, the officer will be relieved of his/her duties immediately and he/she shall not be allowed to withdraw the candidature.
7. It is certified that the Department has no objection if the applicant is absorbed in President's Secretariat after the completion of the initial period of deputation, if found suitable.

PLACE:

DATE:


Signature of the forwarding authority

Name _____

Designation _____

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- iv. Canvassing in any manner would lead to summary 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 date of closer of receipt of online applications.
Relaxation in age will be given to the candidates belonging to SC/ST/OBC/Ex-Serviceman as per Government of India norms.
 - vii. 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.

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



(Rubina Chauhan)
Under Secretary (Admn)