

Government of India

Cabinet Secretariat

Subject : Filling up of vacancies of Canteen personnel in Departmental Canteen of Cabinet Secretariat on Deputation Basis.

It is proposed to fill some vacancies of Canteen personnel at different levels in Departmental Canteen of Cabinet Secretariat on **Deputation Basis** for a period of 03 years, from the officials working under the Central Government Offices, and possessing the qualification as mentioned in **Annexure-I**.

2. The selected candidates will be entitled to the normal deputation terms as admissible under the Central Government Rules in force from time to time (i.e. as per DoP&T O.M. No. 6/8/2009-Estt (Pay-II) dated 17.06.2010 as amended from time to time. In addition, they will be entitled to a Special Security Allowance @ 20% of basic pay.

3. The maximum age limit for appointment on deputation shall not exceed 56 years, as on the closing date of receipt of applications.

4. The departmental candidates in feeder category, who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

5. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Govt. shall ordinarily not exceed 3 years.

6. The application in the proforma as given in **Annexure-II may be sent through proper channel to Under Secretary(Pers.D), Cabinet Secretariat, Government of India, Room No. 1001, B-1 Wing, Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003 within 60 days from the date of publication of this advertisement in the Employment News along with the following :-**

a) Complete and up-to-date APARs of the officials for the last 5 years or photocopies thereof duly attested by an officer not below the rank of Under Secretary, or equivalent/Administrative in-charge on each page. Photocopies of APARs not attested by an officer of the rank of Under Secretary or equivalent shall not be accepted.

b) Vigilance Certificate and Integrity Certificate in respect of the official should also be forwarded alongwith a certificate that no Departmental Enquiry or Judicial Enquiry is neither pending or being contemplated against the official.

7. Applications received after the due date or without any of the aforesaid documents/information or otherwise incomplete shall not be considered. Advance copies of applications received directly from the applicant without being routed through proper channel will be summarily rejected.

(S. P. Saini)
Director(Pers.)
Annexure-I

Sl. No.	Name of post and pay scale and eligibility conditions	Station and No. of vacancies
	Eligibility conditions : Officers under the Central Government - (i) Holding analogous posts on regular basis in the parent cadre or Department; or (ii) with 6 years service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 (Rs.29200-92300/-) in the pay matrix in the parent cadre/ deptt. Or (iii) with 10 years service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 (Rs. 25500-81100/-) in the pay matrix in the Parent cadre/ deptt. or Educational qualification:- (i) Bachelors degree in Commerce or Business Studies or Economics or Public Administration from a recognized University or Institute and (ii) 2 years experience in accounts work from a Govt Office or Public Sector Undertaking or Autonomous/Statutory Organisation.	Hqrs N. Delhi-5 Patiala-1 Jammu-1 Mumbai-1 Rajkot-1 Kolkata-1
4.	Post : Halwai-cum-Cook Pay Scale : Pay in Level-3 (Rs. 21700-69100/-) of pay matrix CCS (RP) Rules-2016 Eligibility conditions : Officers of the Central Government - (i) Holding analogous posts on regular basis in the parent cadre or Department; or (ii) Assistant Halwai-cum-Cook with at least 3 years regular service in Level-2 (Rs. 19900-63200/-) in pay matrix; and Educational qualification :- (i) 10th class pass with a certificate or diploma in catering from a recognized Institution (ii) 2 years experience in catering from any Govt. Deptt. Or Undertaking preferred.	Hqrs N. Delhi-3 Patiala-1 Jammu-1 Mumbai-1 Rajkot-1 Kolkata-1
	Total	20

Annexure-II

APPLICATION FOR THE POST OFIN CABINET SECRETARIAT ON DEPUTATION BASIS

Sl. No.	Name of post and pay scale and eligibility conditions	Station and No. of vacancies
1.	Post : General Manager Pay Scale : Pay in Level-6 (Rs. 35400-112400/-)of pay matrix of CCS (RP) Rules-2016. Special Allowance of Rs. 700/- per month for being Canteen in-charge in canteen Type '6-A' Eligibility conditions : Officers under the Central Government - (a) Holding analogous posts on regular basis in the parent cadre or Department; or Educational qualification :- (b) (i) Bachelors degree in Commerce or Business Studies or Economics or Public Administration from a recognized University or Institute and (ii) 3 years experience in administration or Management of Departmental canteen	Hqrs N. Delhi-1
2.	Post : Deputy General Manager Pay Scale : Pay in Level-6 (Rs. 35400-112400/-)of pay matrix of CCS (RP) Rules-2016. Special Allowance of Rs. 600/- per month for canteens Type '6-A' Eligibility conditions: Officers under the Central Government - (a) (i) Holding analogous posts on regular basis in the parent cadre or Department; or ii) with 6 years service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 (Rs. 29200-92300/-) in the pay matrix in the parent cadre/deptt. Or (iii) with 10 years service in the grade rendered after appointment thereto on a regular basis in posts in Level-4 (Rs. 25500-81100/-) in the pay matrix in the parent cadre/ deptt. or Educational qualification :- (b) (i) Bachelors degree in Commerce or Business Studies or Economics or Public Administration from a recognized University or Institute and (ii) 2 years experience in accounts work from a Govt. Office or Public Sector Undertaking or Autonomous/Statutory Organisation.	Hqrs N. Delhi-1
3.	Post : Manager-cum-Accountant Pay Scale : Pay in Level-6 (Rs. 35400-112400/-)of pay matrix of CCS (RP) Rules-2016. Special Allowance of Rs. 300/- per month for attending duties in Canteens Type 'A', 'B', 'C', 'D', '2-A' and '3-A' and Rs. 600/- for Canteens Type '4-A' and above.	Hqrs N. Delhi-5 Patiala-1 Jammu-1 Mumbai-1 Rajkot-1 Kolkata-1

- Name :
- Father's name :
- Date of birth :
- Nationality :
- Religion :
- Educational Qualification :

(Attach attested copies of certificates)

- Present address :
- Permanent address :
- Place/Country of birth :
- Marital status :
- Whether SC/ST/OBC :
- Station applied for :
- Name of the office/department :
- Date of joining Govt. Service :
- Service No. :
- Post held & period of service in each post :
- Present rank :
- Pay Level in Pay Matrix :
- Nature of employment i.e. ad-hoc or temporary or permanent :

13. Please state clearly whether in the light of the entries made by you above meet the requirement of the post

14. In case the present employment is held on deputation/contract basis. **Please state:-**

- The date of initial appointment
- Period of appointment on deputation/contract
- Name of the parent office/organisation to which you belong

15. Additional details about the present employment. Please state whether working with:-

- Central Govt.
- State Govt.
- Autonomous Organisation
- Govt. Undertaking

16. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

17. **Remarks**

Photograph of the candidate duly attested by a Gazetted Officer

SIGNATURE OF THE CANDIDATE

Place :

Date :

Certificate to be given by the Head of Office/Employer of the applicant

- It is certified that the particulars furnished by the officer are correct.
- It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he is clear from the vigilance angle.
- His integrity is certified.
- It is certified that no major or minor penalties have been imposed on the officer during the last 10 years.

(HEAD OF OFFICE/EMPLOYER)

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