

No.AN/V/406/Rectt/Canteen Staff/Vol.-I

Government of India

Ministry of Defence

CONTROLLER OF DEFENCE ACCOUNTS, NARANGI, GUWAHATI-781171

CDA Guwahati is in the process of filling up vacant posts in the grade of Canteen Attendant in the Departmental Canteens of this Department.

A. DETAILS OF THE POST :

Name of the Post	PAY SCALE	Age as on 12.12.2018	ST	SC	OBC	UR	Total No. of post
Canteen Attendant	(Rs.5200-20200)+1800(GP) as per 6 th CPC and Level 1(Rs 18000/-) as per 7 th CPC	18-25 years	02	01	02	04	09 (Horizontal reservation of one post each will be reserved for Ex-Servicemen and Orthopedically handicapped persons)

B. BRIEF NATURE OF DUTIES :

- (i) To prepare tea/coffee/juice etc for the users
- (ii) To serve tea/coffee/Biscuits etc in the official meetings
- (iii) To provide regular room service to officers/staff
- (iv) To collect the used cups/plates & amp; utensils etc within the canteen premises after concluding of official meetings and also from the rooms of senior officers.
- (v) To clean crockery/cutlery/utensils etc. in three stages i.e. in running normal water, in hot detergent water and in potassium permanganate solution.
- (vi) To sweep and wash the floor area
- (vii) Cleaning/dusting table, chair and other furniture in canteen
- (viii) Cleaning slabs and area where food is cooked
- (ix) Any other additional duty allotted by in-charge of the canteen

The in-charge of the canteen is authorized to allocate the duties to the Canteen Attendants according to their capabilities and capacity for smooth functioning of the Canteen.(DOPT OM No. 03/02/2009-Dir(Can) Dated 05.06.2014)

For person with Disabilities:-

Designation	Physical Requirement	Categories of Disabled suitable for Jobs***	Nature of Job	Working Condition/Remarks
Canteen Attendant	S, ST, BN, MF, L, SE, H, RW	OL, LV, HH	Cooking, Cleaning, cutting and preserving materials for cooking. Procurement of things like vegetables, oil etc., Cleaning vessels, stove. Keeping and maintaining records.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

***Ministry of Social Justice & Empowerment Notification No. 16-15/2010-DD.III Dated 29.07.2013.

Candidates must satisfy that they are agreeable to perform the duties as indicated above in case of selection.

- C. **PLACE OF POSTING:** Though the post is subject to all India liability rules, initially the selected candidates will be posted at Guwahati (7 Nos) and Shillong (2 Nos).
- D. **EDUCATIONAL QUALIFICATION:** Matriculate or equivalent from any recognized institute/board/organization. Diploma in hospitality management / cooking /catering (optional only)
- E. **AGE LIMIT:** 18 years to 25 years as on 12th December 2018.

AGE RELAXATION: Upper age limit will be relaxed as under :-

SL No	Category	Age relaxation permissible beyond the upper age limit
1	SC/ST	5 Years
2	OBC	3 Years
3	Disabled persons	10 Years

F. DOCUMENTS TO BE ATTACHED : Photocopies of the following documents/certificates to be attached along with application duly attested (by gazette 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(optional)
- f) NOC in original from their present employer in case of Government servant.

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

G. LAST DATE : LAST DATE OF RECEIPT OF APPLICATION IS 12TH DECEMBER 2018.

H. ADMIT CARD : To be sent to individual e mail ID as provided in Application Form.

I. EXAM CENTRE : Written test will be held at GUWAHAT at the address and Date as notified in the ADMIT CARD.

J. METHOD OF SELECTION :

The recruitment to this post shall be strictly based on a written test/skill test of matriculate standard. There shall not be any personal interviews for selection.

The questions will be purely of Objective type (MCQ) on the following areas. There shall be no negative marking.

Part	Category	N0. of question	Total mark	Duration
I	Numerical aptitude	20	20	} 2 Hours
II	English Language	30	30	
III	General Awareness	50	50	

K. OTHER INFORMATIONS :

- i. 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.
- ii. Canvassing in any form will disqualify the candidate. 'No enquiry or correspondence will be entertained'.
- iii. No TA / DA is admissible.
- iv. The decision of the Appointing Authority will be final.
- v. The recruitment process can be cancelled / postponed / suspended / terminated without any prior notice / assigning any reasons at any stage.
- vi. Posts mentioned above are subject to all India transfer liability rules.
- vii. Date of written test and venue will be advertised in this website.

- viii. **36 CANDIDATES AS PER MERIT LIST WILL BE KEPT IN WAITING LIST FOR ONE YEAR TO FILL UP ANY FUTURE VACANCY OCCURRED IN THE EVENT OF RESIGNATION OF SELECTED CANDIDATES.**
- ix. Incomplete / ineligible applications will be deemed to be invalid and will be rejected without intimation to the candidate. **Names of illegible candidates for the above test will be published in this site on 17th December 2018.** Hence applicants must read the advertisement carefully before applying for the same.
- x. For further queries, please contact at- canteenattendant@gmail.com


(K. LALBIAKCHHUNGA)
ASSTT. CONTROLLER

Government of India
Ministry of Defence
Defence Accounts Department
Controller of Defence Accounts Guwahati
Udayan Vihar, Narangi, Guwahati-781171

PROFORMA FOR BIODATA
(For the post of Canteen Attendant in the Departmental Canteen)

Paste one self-
attested passport
size photograph

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

7. Mobile No : E-mail.....

8. Academic Qualification:

Educational Qualification/Diploma	Year	Name of the University/Institution	Subject

9. Employment Exchange Registration ID No.: _____ (Optional)

10. Work Experience (If any) :
11. Language Known : _____
12. Any other information : _____

DECLARATION

1. 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.

2. I have understood the nature of duties indicated in the advertisement and would carry out the same if selected to the post.

Place:

Date:

SIGNATURE