

No. AN/V/406/Rectt/Canteen Staff/Vol-I
Office of the CDA,
Udayan Vihar, Narangi,
Guwahati-781 171.
Dated: - 28 /02/ 2018

To

The Officer-in-charge,
EDP section ,
M.O.(Local)

Subject: Recruitment of canteen attendant .

A Copy of notification for recruitment of canteen attendant alongwith proforma for biodata is forwarded herewith duly approved by the competent authority for uploading in CDA Guwahati website .



(MHN Singh)
Sr Accounts Officer
AN - V section

No.AN/V/406/Rectt/Canteen Staff/Vol.-I
Government of India
Ministry of Defence
Controller of Defence Accounts, Narangi, Guwahati-781171

- A. The CDA Guwahati 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	ST	SC	OBC	UR	Total No. of post
Canteen Attendant	(Rs.5200-20200)+1800(GP) as per 6 th CPC and Level 1(Rs 1800/-) 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)

*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 Rs.1800/as 6th CPC and Level 1 – Rs.18000/ as per 7th CPC.
 2. Educational qualification: Matriculate or equivalent from any recognized institute/board/organization. Diploma in hospitality management / cooking /catering (optional only)
 3. Age limit: 18 years to 25 years as on closing date of receipt of application.
 4. Age relaxation: SC/ST – 5 years
OBC - 3 Years
Disabled persons - 10 years
Departmental candidates – upto 40 years of age
 5. Posts mentioned above are subject to all India transfer liability rules.
 6. **Candidates should apply as per the prescribed format only. The same can also be downloaded from Official website- cdaguwahati.gov.in. Application in any other format will not be accepted.**
 7. Candidates will forward applications properly sealed in an envelope to “**Shri K. Lalbiakchhunga, Asstt. Controller, Office of the CDA Guwahati, Udayan Vihar, Narangi, Guwahati-781171**”; through ordinary posts/by hand. Registered Post 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 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.
 - 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.

11. 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.

12. 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.
13. 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.
14. Canvassing in any form will disqualify the candidate. 'No enquiry or correspondence will be entertained'.
15. No TA / DA is admissible.
16. The decision of the Appointing Authority will be final.
17. The recruitment process can be cancelled / postponed / suspended / terminated without any prior notice / assigning any reasons at any stage.
18. The recruitment to this post shall be strictly based on a written test/skill test. Date of written test will be intimated to the eligible candidates later. There shall not be any personal interviews for selection.

(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 : Pin Code.....

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

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. Language Known : _____

12. Any other information : _____

Note:- Brief nature of duties of Canteen Attendant :- **Tea/coffee maker, Bearer, Wash boy, Safaiwala**

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