



VACANCY CIRCULAR

No. A/51390/C-12/2017/CAO/R-III

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

OFFICE OF THE JOINT SECRETARY & CHIEF ADMINISTRATIVE OFFICER

**Room No. 174, 'E' Block
Dara Sukoh Road,
New Delhi-110011**

Dated, the 28 Nov 2018

To,

All the Ministries/Deptts of Govt of India

SUBJECT : FILLING UP OF VARIOUS GROUP 'C' NON-GAZETTED POSTS IN THE DEPARTMENTAL CANTEENS IN THE INTEGRATED HEADQUARTERS OF MINISTRY OF DEFENCE (ARMY, NAVY, AIR), DEFENCE STAFF HEADQUARTERS AND INTER SERVICE ORGANISATIONS, MINISTRY OF DEFENCE ON DEPUTATION BASIS.

Sir,

I am directed to say that various Group 'C', Non-Gazetted posts are required to be filled in the Departmental Canteens in the Integrated Headquarters of Ministry of Defence (Army, Navy, Air), Defence Staff Headquarters and Inter Service Organisations, in Ministry of Defence, on deputation basis. The details of the posts are as under:-

Sl No.	Post & Classification :	Eligibility Condition :
01	Assistant Manager-cum-Storekeeper (No. of Vacancies-02) General Central Service, Group 'C', Non-Gazetted, Non-Ministrial, Level-4 in the Pay Matrix. (Note : He/ She will also draw Special Allowance of Rs. 250 p.m for attending to duties in Canteens Type 'A', 'B', 'C' 'D', '2-A' and '3-A' and Rs. 500 p.m in Canteens Type '4-A' and above.	<u>Deputation :-</u> Officers of the Central Government (a) (i) holding analogous posts on regular basis; or (ii) with at least eight years regular service in the Level-2 in the Pay Matrix (iii) possessing educational qualification and experience as under :- (a) B.Com from a recognized university or

		<p>Graduate in any discipline from a recognized university with one year Diploma in Book Keeping or Store Keeping.</p> <p>(b) Experience- Three years in a Government Department or Undertaking in handling Stores or Accounts.</p> <p><u>Job Profile :-</u></p> <p>(i) Procure and receive all raw materials;</p> <p>(ii) Issue raw materials to the Assistant Halwai-cum-Cook/Halwai-cum-Cook or kitchen staff as and when required for preparation of eatables;</p> <p>(iii) In-charge of store items and raw materials;</p> <p>(iv) Maintain account of the stock items in a proper manner;</p> <p>(v) Responsible for keeping accurate holding of stocks as per ground balance of accounting records.</p>
02.	<p>Halwai-cum-Cook,</p> <p>(No. of Vacancy-01)</p> <p>General Central Service, Group 'C', Non-Gazetted, Non-Ministrial,</p> <p>Level-3 in the Pay Matrix.</p>	<p><u>Deputation :-</u></p> <p>Officers of the Central Government</p> <p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) Assistant Halwai-cum-Cook with atleast three (3) years regular service in the Level-2 in the Pay Matrix</p> <p>(iii) possessing the following qualifications and experience :</p> <p>(a) 10th Class Pass from recognized Board with a certificate/diploma in catering, etc.</p> <p>(b) Experience- Two years in a Government Department / Undertaking preferred and possessing the qualification.</p> <p><u>Job Profile :-</u></p> <p>(i) To prepare snacks like bonda, butter-toast, dosa, idly, vada, paneer pakora, samosa, matthi, vegetable cutlet, vegetable sandwich/pakora etc.;</p>

		<p>(ii) To prepare lunch/meals i.e chapatti, curd, dal, puri, raita, rice, sabzi, sambar, soup, vegetable salad and sweet dishes i.e burfi, besan burfi, coconut burfi, laddoo, pinnee, gulab-jamun, gajar halwa, patisa and rasgulla etc.</p> <p>(iii) Any other additional duty allotted by the in-charge of the Canteen.</p>
03.	<p>Asstt Halwai-cum-Cook,</p> <p>(No. of Vacancy-01)</p> <p>General Central Service, Group 'C', Non-Gazetted, Non-Ministrial,</p> <p>Level-2 in the Pay Matrix.</p>	<p><u>Deputation :-</u></p> <p>Officers of the Central Government</p> <p>(a) (i) holding analogous posts on regular basis; or</p> <p>(ii) Canteen Attendant in the three (3) years regular service in the Level-1 in the Pay Matrix and one year experience as helper to Halwai-cum-Cook.</p> <p>(iii) possessing certificate/diploma in catering.</p> <p><u>Job Profile :-</u></p> <p>(i) To assist the Halwai-cum-Cook in preparation of various snacks and beverages such as bonda, butter-toast, dosa, idly, vada, paneer pakora, samosa, matthi, vegetable cutlet, vegetable sandwich/pakora etc.</p> <p>(ii) To assist Halwai-cum-Cook in preparation of lunch/meals i.e chapatti, curd, dal, puri, raita, rice, sabzi, sambar, soup, sweat-dish, vegetable salad etc.</p> <p>(iii) In absence of Halwai-cum-cook preparation of snacks and meals.</p> <p>(iv) Any other additional duty allotted by the in-charge of the Canteen.</p>

3. The selected officers will be on deputation for a period of one year initially which can be curtailed or extended further, depending upon the requirement of the borrowing department. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of Central Government shall ordinarily not to exceed three years. The maximum age limit for deputationists in 56 years, as on the closing date of receipt of applications. The appointment on deputation shall be governed by the terms and condition laid down in Department of Personnel & Training No. 6/8/2009-Estt. (Pay-II) dated 17 Jun 2010 and its subsequent amendments, if any.

