

No.A.32022/3/2011-Ad.III (Vol-II)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

North Block, New Delhi,
Dated 4th May, 2016

To,
The Director,
Directorate of Advertising & Visual Publicity,
Ministry of Information & Broadcasting,
PTI Building, Parliament Street,
New Delhi - 110002

Subject: - Filling up the post of Canteen Attendant in the Departmental Canteen
of Department of Personnel & Training. - Reg.

Sir/Madam,

I am directed to say that this Department proposes to fill up Seven (7) (number of vacancies are tentative and may vary) vacant posts of Canteen Attendant in the Pay Band-I (₹5,200/- - ₹20,200/-) with Grade Pay of 1800/- in the Departmental Canteen of this Department purely on temporary basis. The post of 'Canteen Attendant' is a direct recruitment post to be filled up through Employment Exchange by candidates having educational qualification of Matriculation or equivalent. The age limit of the said post is 18-25 years as on the last date for submission of application form.

2. Applications of willing and eligible candidates may be sent along with; i) Bio-data (as in proforma at Annexure-I); ii) Attested copies of certificates (matriculation (mandatory) and certificate/diploma in hospitality management/cooking/ catering (optional) only); iii) A valid Employment Exchange Registration ID number (mandatory); to the Under Secretary (Coordination-II), Department of Personnel & Training, Room No. 3, North Block, New Delhi, within 60 days from the date of publication of this vacancy circular in the Employment News.

3. It is therefore, requested to advertise the same in the Employment News. A copy of the relevant Employment news may also kindly be sent to this Department.

Yours faithfully



(Kulbhushan Malhotra)

Under Secretary to the Govt. of India

☎: 23093791

Encl: As Above.

✓ copy to NIC - for uploading at www.peramin.nic.in

PROFORMA FOR BIODATA

(For the post of 'Canteen Attendant in the Departmental Canteen of DOP&T)

Paste one self-attested passport size photograph

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

PIN CODE _____

7. Telephone No(s): Residence : _____
Email : _____

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. Languages Known : _____
12. Any other information : _____

DECLARATION

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.

Place:
Date:

SIGNATURE