

Ministry of Information and Broadcasting

"A" Wing, Shastri Bhawan

New Delhi-110001

Subject: Filling up the post of Canteen Manager in Departmental Canteen of Ministry of Information & Broadcasting.

Applications are invited from eligible and willing officials/officers under the Central Government for the post of Canteen Manager in Level-6 of the 7th CPC Pay Matrix (pre revised scale of PB-II i.e. 9300-34800 plus Grade Pay Rs. 4200/-) in Departmental Canteen, Main Secretariat of this Ministry to be filled on deputation basis. The details of the post and eligibility conditions are given in Annexure-I.

2. Applications of only those officers, whose services could be spared immediately on their selection may be forwarded in the prescribed proforma given in Annexure-II alongwith complete and up-to-date Confidential Reports/ Annual Performance Appraisal Reports, Vigilance Clearance certificate and Integrity certificate to the **Under Secretary (Admn.), Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi-110001** within a period of **30 days from the date of publication of this circular in the Employment News/ 45 days from the date of issue of this advt.**

3. Applications received after the expiry of the prescribed period and/or found to be incomplete in any manner will not be considered for selection to the post. Candidates once selected, will not be allowed to withdraw their candidature subsequently.

(Shailesh Gautam)

Under Secretary to the Government of India

Tel. 2338 4990

Annexure-I

1. Name of Post : Canteen Manager
2. No. of Post : One
3. Scale of Post : Level-6 of the 7th CPC Pay Matrix (pre revised scale of PB-II i.e. 9300-34800 plus Grade Pay Rs. 4200/-)

ELIGIBILITY CONDITIONS FOR APPOINTMENT AS CANTEEN MANAGER IN DEPARTMENTAL CANTEEN, MINISTRY OF INFORMATION AND BROADCASTING

Officers of the Central Government-

a) (i) Holding analogous posts on regular basis in the parent cadre or department; **OR**

(ii) Assistant Manager-cum-Storekeeper in PB-1 of Rs. 5200-20200 with Grade Pay of Rs. 2400 or equivalent with atleast ten years regular service in the grade in the parent cadre or department; and

(b) Possessing the following educational qualifications and experience:-

(i) Bachelor's Degree in Commerce from a recognized university or institute.

(ii) Three years' experience in Accounts in a Government Department or Undertaking.

NOTE : The maximum age-limit for appointment by deputation shall not be exceed 56 years as on the closing date of receipt of applications.

Annexure-II

APPLICATION FOR THE POST OF CANTEEN MANAGER (DEPARTMENTAL CANTEEN), MINISTRY OF INFORMATION & BROADCASTING

1. Name :
2. Date of Birth :
3. Whether SC/ST :
4. Designation :
5. Pay Band :
6. Grade Pay :
7. Date of Regular appointment in the post :
8. Educational Qualification :
9. Experience :
10. Brief Service particulars :
11. Present office address with Telephone No. :
12. Remarks :

Date :

Signature of Applicant

CERTIFICATE

Certified that particulars given above have been verified from the records and found correct. No disciplinary /vigilance case is either pending or being contemplated against Shri/Smt./Kum. _____.

Signature and Name
of Head of Office with office seal

Place:

Date:

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