



Defence Accounts Department, Controller of Defence Accounts (Army)

Belvedere Complex, Ayudh Path, Meerut Cantt - 250001



A. The Controller of Defence Accounts (Army), Meerut Cantt. under Ministry of Defence (Finance) is in the process of filling up 09 vacant posts under this organization of Canteen Attendant of wet canteen. The following posts have been clubbed together and re-designated as "Canteen Attendant" on the recommendation of 6th CPC:-

(i) Tea/Coffee Maker (ii) Bearer (iii) Wash Boy (iv) Safaiwala.

B. Applications are invited on direct recruitment basis from Male/Female Indian citizens for the following posts as per proforma shown in Annexure "A" attached:-

Name of Post	Pay & Grade Pay	Age as on closing date	SC	ST	OBC	UR	Total Number of Posts
Canteen Attendant	Pay Matrix Level 01 i.e. Rs 18000/- plus allowances as admissible under 7 th Central Pay Rules (Rs 5200-20200 + Grade Pay Rs. 1800/- in pre-revised scale of 6 th CPC)	18-25 Years	01	---	02	06	09

C. Details of the posts (Pay scale, minimum education qualification, experience, age limit etc.):-

1. **Nationality/Citizenship:** The candidate must be a citizen of India.

2. **Pay scale:** Pay Matrix Level 1 i.e. Rs. 18000/- plus allowances as admissible under 7th Central Pay Rules (Rs. 5200-20200 with Grade Pay of Rs.1800/- in pre-revised scale of 6th CPC).

3. **Educational Qualification:** Matriculation or equivalent from any recognized institute/board/organization. Diploma in hospitality management/cooking/catering (optional only).

4. **Nature of duty:** Tea/Coffee Maker, Bearer, Wash Boy, Safaiwala.

5. **Age Limit:** 18 years to 25 years as on the last date of receipt of application.

6. **Age Relaxation :** Upper age limit will be relaxed as under:-

Sr. No	Category	Age relaxation permissible beyond the upper age limit
1	SC/ST	5 Years
2	OBC	3 Years

7. Posts mentioned above are subject to all India transfer liability rule.

8. Candidates should apply as per the enclosed proforma only.

Application in any other format will not be accepted. Photocopy of all the educational qualification/experience certificate (duly attested by gazetted officer or self-attested) along with two passport size photographs & two self addressed envelopes have to be attached.

9. Candidates will forward applications properly in a sealed envelope addressed to "The CDA (Army), Belvedere complex, Ayudh Path, Meerut Cantt., PIN-250001" through ordinary post/by hand.

Registered/Speed Post applications will not be accepted. Candidates are requested to super scribe the words "Application for the post of Canteen Attendant" on top of the envelope while sending the application form.

10. Last date of receipt of application is 26.12.2017.

11. The crucial date for determining the age limit shall be the closing date of receipt of application i.e. 26.12.2017.

12. Photocopy of the following documents/certificates to be attached along with application duly attested (by Gazetted officer or self-attested):-(a) Certificate of Matriculation or equivalent.

(b) Mark sheet of Matriculation or equivalent

(c) SC/ST/OBC Caste Certificate (OBC candidates should submit non-Creamy layer certificate issued by the prescribed authority as per extant rule of GOI)

(d) Certificate/diploma in hospitality management/cooking/catering, if any

(f) Copy of the Employment Exchange Registration ID number, if any

(g) NOC from their present employer 'in case of Government servant'.

Note: Original Certificate may not be sent with the application.

These should be produced only at the time of verification of documents.

13. 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. Only short listed candidates will be called for selection test.

14. The candidate will be disqualified if:

(a) he/she entered into or contracted a marriage with a person having a spouse living, or

(b) Who, having a spouse living, has entered into or contracted a marriage with any person.

15. 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.

16. Canvassing in any form will disqualify the candidate. No enquiry or correspondence will be entertained.

17. No TA/DA is admissible.

18. The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice assigning any reasons at any stage.

19. The decision of the Appointing Authority will be final.

20. Selected candidates are likely to be posted at one of the following stations. No request for change of station will be entertained.

(i) Meerut (ii) Agra (iii) Bareilly (iv) Roorkee (v) Ranikhet

21. Scheme of examination:-

Paper – I :- Objective type and question will be of matric level which will be of 100 marks consisting of the following papers:-

Part	Category	No. of Questions	Maximum Marks	Total Duration
I	Numerical Aptitude	50	50	2 Hours
II	General Hindi/English	50	50	

Paper – II :- Skill test/Trade test of qualifying nature.

22. Candidates will be finally selected based on their performance in Paper – I. Success in the examination confers no right of appointment unless Government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

23. The decision of the Appointing Authority i.e. CDA (Army) Meerut in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examinations and selection and allotment of post to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

DCDA (AN)

Government of India Ministry of Defence (Finance)

Defence Accounts Department Controller of Defence Accounts (Army), Meerut

PROFORMA FOR BIO DATA

(For the post of Canteen Attendant in the Departmental Wet Canteens under CDA (Army) Meerut Cantt.)

1. Full Name (Sh./Smt/Km.).....

2. Father's Name

3. Date of Birth (DD/MM/YYYY)

4. Age as on 26/12/2017 ... Years.....Months.....days

5. Category i.e. SC/ST/OBC/UR.....

6. Nationality

7. Gender (Male/Female)

8. Aadhaar No.

9. Marital Status Married Unmarried

10. Postal Address.....

11. Telephone No(s) Residence

Mobile No. Email ID

12. Academic Qualification :

Please paste self attested passport size photograph (Latest) (3.5 cm x 4.5 cm)

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

13. Employment Exchange Registration ID No., If any.....

14. Work Experience (if any).....

15. Languages Known.....

16. 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 OF THE CANDIDATE