

No.A-42012/99/2016-Ad.II  
 Government of India  
 Ministry of Home Affairs  
 (Ad.II Section)

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North Block, New Delhi -110001  
 Dated the 11<sup>th</sup> July, 2017

**VACANCY CIRCULAR**

Sub:- Filling up of the post of **Assistant Manager-cum-Store Keeper, Halwai-cum-Cook and Assistant Halwai-cum-Cook** on deputation basis in Departmental Canteen of Ministry of Home Affairs (Proper), New Delhi.


Ministry of Home Affairs (Proper), Government of India, requires the services of suitable officials for the post of **Assistant Manager-cum-Store Keeper, Halwai-cum-Cook and Assistant Halwai-cum-Cook** on deputation basis. The particulars of the posts, eligibility conditions etc. are as shown in the table below:-

Sl. No.	Name of the post and pay Scale	No. of vacancies	Eligibility for deputation
1.	<b>Assistant Manager-cum-Store Keeper,</b> General Central Service, (Group 'C'), Non-Gazetted, Non-Ministerial, Level 4 in the Pay Matrix (Rs.25,500-81,100)	01	Officers of the Central Government - (a) (i) holding analogous posts on regular basis; or (ii) with atleast eight years' regular service in LEVEL 2 in the PAY MATRIX; and (iii) possessing the educational qualification: (a) Bachelor in Commerce from a recognised University; or (b) Graduate in any discipline from a recognised university with one year Diploma in Book Keeping or Store Keeping; and (c) Three years' experience in a Government Department or Undertaking in handling Stores or Accounts. (b) Three years' experience in a Government Department or Undertaking in handling Stores or Accounts.
2.	<b>Halwai-cum-Cook,</b> General Central Service, (Group 'C'), Non-Gazetted, Non-Ministerial, Level 3 in the Pay Matrix (Rs.21,700-69,100)	01	Officers of the Central Government - (a) (i) holding analogous posts on regular basis; or (ii) Assistant Halwai-cum-Cook with atleast three years' regular service in LEVEL 2 in the PAY MATRIX; and (b) Possessing the qualifications and experience as under: (a) 10 <sup>th</sup> Class Pass with a certificate or diploma in catering; (b) Two years experience in cooking preferably in a Government Department or Undertaking.

3.	<b>Assistant Halwai-cum-Cook, General Central Service, (Group 'C), Non-Gazetted, Non-Ministerial, Level 2 in the Pay Matrix (Rs.19,900-63,200)</b>	01	Officers of the Central Government - (i) holding analogous posts on regular basis, or (ii) Canteen Attendant in the LEVEL 1 in the PAY MATRIX with atleast three years' regular service and having one year experience as helper to Halwai-cum-Cook; and (iii) possessing the educational qualification and experience as under: (a) 10 <sup>th</sup> Class Pass from a recognised Board or equivalent; (b) A certificate or diploma in catering; (c) One year experience in cooking; (d) A Trade Skill Test for cooking including maintenance of hygiene etc, shall be conducted by the Departmental Promotion Committee to assess the suitability of the candidate.
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2. The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.
3. The Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.
4. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the date 1st January, 2016 or the date from which the revised pay structure based on the recommendations of the Seventh Central Pay Commission recommendation has been extended shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendation of the said Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale and where this benefit will be extended only for the post(s) for which the grade pay or pay scale is the normal replacement grade without any up gradation.
5. The maximum age limit for appointment on deputation shall be 56 years as on closing date of receipt of applications.
6. Pay and allowances of the officer selected will be regulated in accordance with the Department of Personnel & Training's O.M.No.2/29/91Estt(Pay-II), dated 05.01.1994 as amended from time to time.
7. Nomination of the officials who volunteer for the post once accepted by this Ministry will not be permitted to be withdrawn.
8. Suitable officials submitting his/her application in the given proforma at Annexure-I, who are eligible and who can be spared, may be forwarded to the undersigned alongwith duly filled in Annexure-II in duplicate, attaching therewith Xerox copies of their CR/APAR dossiers of last 5 years and the vigilance clearance certificate **within 60 days from the date of publication in the Employment News.** Application received after the prescribed date or without Xerox copies of CR dossiers will not be entertained.

**Encl.:** Annexure-I & Annexure-II

  
(Amarendra Singh)  
Under Secretary to the Government of India  
Tel. No. 2309 2085

No. A-42012/99/2016-Ad.II

Dated: 11.07.2017

To

1. All Ministries/Departments of Govt. of India (as per list attached) with the request to give wide publicity to the vacancy circular amongst staff working under their respective administrative control.
2. Director Generals of all CAPFs and other attached/Subordinate Offices under MHA.
3. Controller/Dy. Controller of Accounts/Principal Accounts Officers of all the Ministries/Departments of the Government of India under New Delhi with the request that the post may please be got circulated to all the sections/branches under their administration.
4. Director of Canteen, DOPT, Khan Market, New Delhi-110001.
5. All Officers/Sections/Desks of MHA(P) including D/o Official Language.
6. Notice Boards of North Block, Jaisalmer House & NDCC-II Building, MHA, New Delhi.
7. Office Council, MHA.
8. ✓ SO(IT) for uploading on the Ministry's website i.e. mha.nic.in.



(Amarendra Singh)  
Under Secretary to the Government of India  
Tel. No. 2309 2085

**PROFORMA TO BE FILLED UP FOR THE POST OF ASSISTANT MANAGER-CUM-STORE KEEPER, HALWAI-CUM-COOK AND ASSISTANT HALWAI-CUM-COOK IN THE MINISTRY OF HOME AFFAIRS (PROPER):**

1. Name and Address (in Block letters)
2. Date of Birth (in Christian era)
3. Date of retirement under Central/State Govt. Rules.
4. Educational Qualification
5. Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same).

S.No.	Qualifications/Experience required	Qualifications/Experience possessed by the officer
	Essential	
	Desired	

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties (in details)

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.
9. In case the present employment is held on deputation/contract basis, please state-
  - a) The date of initial appointment
  - b) Period of appointment on deputation/Contract
  - c) Name of the parent office/organization to which you belong

10. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column):
- a) Central Government      b) State Government      c) Autonomous Organization  
d) Government Undertaking      e) Universities      f) Others
11. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.
12. Are you in revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.
13. Total emoluments per month now drawn.
14. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may include information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement) (Note: Enclose a separate sheet if the space is insufficient)
15. Whether belongs to SC/ST
16. Remarks (The candidates may indicate information with regard to (i) Research publications and report and special projects (ii) Award/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other information)  
(Note: Enclose a separate sheet if the space is insufficient)
17. Telephone/ Mobile No.:

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date \_\_\_\_\_

Signature of the candidate  
Address \_\_\_\_\_

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**(CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY)**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualification, experience and eligibility conditions mentioned in the vacancy circular.

2. Also certified that:-

(i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt/Kum  
\_\_\_\_\_

(ii) His/Her integrity is certified.

(iii) His/Her CR Dossier in original/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed.

(iv) \*No major/minor penalty has been imposed on him/her during the last 10 years. (v)  
A list of major/minor penalties imposed on him/her during the last 10 years is enclosed\*.

Place:

Date:

List of enclosures:-

Signature\_\_\_\_\_

Designation\_\_\_\_\_

Office Seal with contact No.\_\_\_\_\_

\*Strike out which is not applicable.