

No.C-17016/1/2010-Estt.II
Government of India
Staff Selection Commission
(Department of Personnel and Training)

Block No. 12, CGO Complex,
Lodhi Road, New Delhi
Dated 11.04.2017

OFFICE MEMORANDUM

Subject: - Filling up the posts of Halwai-cum-Cook and Canteen Attendant in the Departmental Canteen of Staff Selection Commission – Reg.

1. The Staff Selection Commission is in the process of filling up vacant posts in the grade of Halwai-cum-Cook and Canteen Attendant, Departmental Canteen of this Commission Head Quarter.
2. Applications are invited on direct recruitment basis as under:-
3. Details of the post (Minimum educational qualification, experience, age limit etc.)
 - (i) Halwai-cum-Cook : Pay Band & Grade Pay as per 6th CPC Rs. 5,200-20,200 + 2,000(GP), Total No. of Posts - 2(Two) i.e. 1 UR & 1 OBC
 1. Educational qualification: 10th passed or equivalent passed and Certificate or Diploma in Catering.
 2. Experience : Two years experience in Catering from any Govt. office or public sector undertaking.
 3. Age limit: 18-25 years.
 4. Age relaxation: As per existing rules. Relaxable for Government Servant upto age of 40 years in accordance with the orders issued by the Central Government.
 - (ii) Canteen Attendant : Pay Band & Grade Pay as per 6th CPC Rs. 5,200-20,000 + 1800(GP), Total No. of Posts - 3(Three) i.e. 1 UR & 2 OBC
 1. Educational qualification: Matriculation or equivalent from any recognized Institute / board / organization.
 2. Age limit: 18-25 years.
 3. Age relaxation: As per existing rules. Relaxation of age limit upto 40 years for Government Servants in accordance with the orders issued by the Central Government from time to time.
- 4.. Posts mentioned above are subject to all India transfer liability rules.
5. Candidates should apply as per the enclosed proforma only Application in any other format will not be accepted.
6. Candidates May forward applications properly sealed in an envelope to "The Under Secretary (Estt), SSC, CGO Complex **Block No. 12, Lodhi Complex, New Delhi**" through ordinary posts / by hand. Registered applications will not be accepted. Candidates are requested to super scribe the words, "Application for the post of Halwai-cum-Cook/Canteen Attendant" on the top of the envelope while sending the application form.
7. Last date of receipt of application is 60 days from the date of publication of the advertisement in Employment News.
8. The crucial date for determining the age limit shall be the closing date for receipt of application.
9. Photocopy of the following documents / certificates to be attached along with application duly attested (by gazette officer or self-attested):

- a. Matriculation or equivalent certificate.
- b. Mark sheet of educational qualification (Matriculation or equivalent)
- c. SC /ST/ OBC certificate.
- d. Certificate / diploma in hospitality management / cooking/ catering (Optional)
- e. Copy of the Employment Exchange Registration ID number.
- f. NOC in original from their present employer in case of Government servant.

Note: Original certificate should not be sent with the application. These should be produced only in time of verification of document.

10. Incomplete / ineligible application 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.
11. 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.
12. Canvassing in any form will disqualify the candidate. 'No enquiry or correspondence will be entertained'.
13. No TA/DA is admissible.
14. The decision of the Appointing Authority will be final.
15. The recruitment process can be cancelled / postponed/ suspended / terminated without any prior notice / assigning any reasons at any stage.


(Zoya C.B.)

Under Secretary to the Govt. of India

Copy to:

1. NIC for uploading on the website of the Commission.
2. Regional Director, SSC(NR) for uploading on the website of SSC(NR).
3. Ministry of Labour & Employment, Shram Shakti Bhawan, Rafi Marg, New Delhi for uploading on the National Career Services(NCS) postal.

