

No.28(1)/2018-Estt.
GOVERNMENT OF INDIA
MINISTRY OF MINES

New Delhi, the 3rd Sep., 2019

OFFICE MEMORANDUM

Subject: Filling up of the various posts in the Departmental Canteen of Ministry of Mines on Deputation basis.

Applications are invited from eligible and willing officials under the Central Government for the various Group 'C' (Non-Gazetted Non-Ministerial of General Central Service) as mentioned below in Departmental Canteen of this Ministry to be filled on deputation basis. The details of the posts and eligibility conditions are as under :-

S No.	Designation	Qualifications
1.	Asstt.Manager-cum-Store keeper (No. of vacancy-01) Level-4 in pay matrix (Rs.25500-81100). Note: He will also draw Special Allowance of Rs.250/- p.m.	Officers of the Central Government (i) holding analogous posts on regular basis; or (ii) officers having at least eight (8) years regular service in the PB-1 Rs. 5200-20,200/- plus Grade Pay of Rs. 1900/- Qualification: B.Com from a recognised University or Graduate in any discipline from a recognized University with one year Diploma in Book Keeping or Store Keeping Experience : Three (3) years in a Government Department or Undertaking in handling Stores or Accounts.
2.	Halwai-cum-Cook (No. of vacancy-01) Level-3 in pay matrix (Rs.21700-69100)	Officers of the Central Government (i) holding analogous posts on regular basis or (ii) Assistant Halwai-cum-Cook with at least three (3) years regular service in the Pay Band -1 Rs. 5200-20200/- + Grade Pay of Rs. 1900/- Qualifications: 10 th Class Pass with certificate/ diploma in Catering by recognised board; Experience - Two years experience in a Govt.Deptt./ Undertaking preferred.
3.	Asstt.Halwai-cum-Cook (No.of vacancy-01) Level-2 in pay matrix (Rs.19900-63200)	Officers of the Central Government (i) holding analogous posts on regular basis or (ii) Canteen Attendant in the Pay Band-1 of Rs. 5200-20200/- plus Grade Pay of Rs. 1800 with at least three (3) years regular service and having one (1) year experience as helper to Halwai-cum-Cook and (iii) possessing certificate or diploma in catering. Qualifications: 10 th Class Pass with certificate/ diploma in Catering by recognised board or Institute ; Experience – One year

Note :

- (i) The maximum age-limit for deputation is fifty-six years as on the closing date of receipt of applications
- (ii) The period of deputation including the period of deputation in another Ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.
- (iii) The Departmental official 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 consideration for appointment by promotion.

- (iv) For (i) Halwai-cum-Cook, a Trade Skill Test shall be conducted by the Management of the Ministry of Mines' Departmental Canteen with reference to the skills of cooking and for (ii) Asstt. Halwai-cum-Cook, a Trade Skill Test shall be conducted by the Management of the Ministry of Mines' Departmental Canteen with reference to the skills of cooking including maintenance of hygiene, etc., to assess suitability of the candidate.
- (v) For the purposes of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2006 or the date from which revised pay structure based on 6th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the 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 extend only for the posts for which that grade pay or pay scale is the normal replacement grade without any upgradation.

2. Applications (in duplicate) 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 copies of complete and up-to-date Confidential Reports/Annual Performance Appraisal Reports for the last 5 years and the Vigilance clearance certificate to the Under Secretary(Estt.), Ministry of Mines, New Delhi-110001 within a period of 30 days from the date of issue of this Circular.

3. Application 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 posts. Candidates once selected, will not be allowed to withdraw their candidature subsequently.



(Yogesh R. Patel)

Under Secretary to the Govt. of India

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Encl: As above

To

1. All Ministries /Departments of Govt. of India
2. Director(Canteen), DoPT
3. Director, NIC with the request to upload the vacancy circular on the website of M/o Mines.

**APPLICATION FOR THE POST OF
(DEPARTMENTAL CANTEEN), MINISTRY OF MINES**

1. Name & Address (in Block letters) :
2. Date of Birth :
3. Whether SC/ST :
4. Designation :
5. Pay Scale and level in pay Matrix :
6. Date of Regular appointment in the post :
7. Educational qualification :
8. Experience :
9. Brief Service particulars :
10. Present Office address with Telephone no. :
11. Remarks :

Date:

Signature of Applicant

CERTIFICATE

It is 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 the applicant .

Signature & Name of Head of Office
with office seal