

**Principal Controller of Defence Accounts ( Officers)**  
**Golibar Maidan, Pune**  
**Ph. 020-26401136, FAX-020-26453446**

**A.** The Principal Controller of Defence Accounts (Officers), Pune under Ministry of Defence [Finance] is in the process of filling up vacant posts in the grade of Canteen Attendant, Departmental Wet Canteen of this Organization.

**B.** Applications are invited on direct recruitment basis as under:

<b>Name of the Post</b>	<b>Pay &amp; Grade Pay</b>	<b>Age as on closing date</b>	<b>Total number of posts</b>
<b>Canteen Attendant</b>	Rs. 5200-20,200 Grade Pay Rs.1,800/- (as per 6th CPC)	18-25 years	1 (General)

**C. Details of the posts** (Pay scale, Minimum educational qualification, experience, age limit etc):

1. Only Indian Nationals are eligible to apply.
2. **Pay Scale:** Pay Band-I (5,200/- 20,200/-) with Grade Pay of 1800/- (as per 6<sup>th</sup> CPC).
3. **Educational qualification :** i) 10<sup>th</sup> pass (SSC) or equivalent from any recognized institute / board / organization. ii) Diploma in hospitality management/ cooking/ catering. (optional)
4. **Nature of duty:** Tea/Coffee Maker, Bearer, Wash Boy
5. **Age limit:** 18 years to 25 years.
6. **Age relaxation:** As per existing rules.
7. Employees will be governed by National Pension Scheme.
8. Posts mentioned above are subject to all India transfer liability rules.
9. Candidates should apply as per the given Proforma only. Application in any other format will not be accepted.
10. Candidates will forward applications properly sealed in an envelope to, "**The PCDA (O), Golibar Maidan, Pune 411 001**" through ordinary posts/ by hand. Registered applications will not be accepted. Candidates are requested to superscribe the words, "**Application for the post of Canteen Attendant**" on the top of the envelope while sending the application form.
11. Last date for receipt of application is **11/09/2017**. Applications received after the closing date will not be considered.

12. The crucial date for determining the age limit shall be the closing date for receipt of application, i.e 11/09/2017.
13. Photocopy of the following documents/ certificates to be attached along with application duly attested (by Gazetted Officer or self-attested).
  - a. 10<sup>th</sup> pass (SSC) or equivalent certificate.
  - b. Mark sheet of educational qualification (Matriculation or equivalent).
  - c. SC/ST/ OBC certificate.
  - d. Certificate for holding 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 at the time of verification of document.
14. 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.
15. Canvassing in any form will disqualify the candidate. No enquiry or correspondence will be entertained.
16. No TA/ DA is admissible.
17. The decision of the Appointing Authority will be final.
18. The recruitment process can be cancelled /postponed/suspended/terminated without any prior notice/assigning any reasons at any stage.
19. The recruitment to the post shall be strictly based on written test/skill test only. There shall not be any personal interviews for selection.
20. Proforma for application is given as Annexure -I

**-Sd-**  
**Sr.AO (AN)**

**Annexure-I**

**Government of India  
Ministry of Defence (Finance)  
(Defence Accounts Department)  
PROFORMA FOR BIODATA**

**(For the post of 'Canteen Attendant in the Departmental Wet Canteen of PCDA (O) Pune)**

1. Full Name (Sh./Smt./ Km.) :
2. Date of Birth :
3. Category i.e. SC/ST/OBC/General :..
4. (a) Whether PH \_\_\_\_\_ Yes/No \_\_\_\_\_  
(b) Whether Ex-servicemen \_\_\_\_\_ Yes/No \_\_\_\_\_
5. Nationality :
6. Gender :- Male/ Female :

Paste one self-  
attested  
passport size  
photograph

7. Postal Address\*

.....  
..... Pin Code  
.....

8. Telephone No.(s) Residence.....  
Email:.....

9. Academic Qualification\*

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

10. Employment Exchange Registration ID No. \*

11. Work Experience (If any): \*

12. Languages Known:

13. Any other information :...

(\*) copies of documents to be attached.

**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:**