



कार्यालय: रक्षा लेखा प्रधान नियंत्रक
PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS
सं. 107, लोअर अग्रम रोड, अग्रम पोस्ट, बेंगलूर - 560 007
NO. 107, LOWER AGRAM ROAD, BANGALORE - 560 007
फोन नं./Phone No. - 29710474, 29710475 फैक्स नं./Fax No. - 29710132



No: AN/1/053/Canteen Attendant/2021

Date: 30/06/2021

NOTICE

**Recruitment of Canteen Attendant at Principal Controller of Defence Accounts,
Bangalore**

The Principal Controller of Defence Accounts, Bengaluru under Ministry of Defence [Finance] is in the process of filling up vacant posts in the grade of Canteen Attendant, Central Services, Group 'C', Non Gazetted, Non-Ministerial, in Departmental Canteen of this organization.

Name of the Post	Pay	Age as on closing date	SC	ST	OBC	UR	EWS	Total No of Posts	Remarks
Canteen Attendant	Level 1 as per 7 th CPC	18-25 years	--	01	01	Nil	01	03	Horizontal reservation is applicable for Ex servicemen

* An ex-serviceman selected under the reservation provided, will be placed under appropriate category viz [ST/OBC/EWS]

2. Pay Scale: Pay Band-1 [Rs 5200-20200]+Grade Pay Rs 1800, [Revised Pay scale after 7th CPC:Rs 18,000/- Pay Level 1 in Pay Matrix-Level-1]

3. Brief Nature of duties:

- [i] To prepare tea/coffee/juice etc for the users
- [ii] To serve tea/coffee/biscuits etc in the official meetings
- [iii] To provide regular room service to officers/staff
- [iv] To collect the used cups/plates and utensils etc within the canteen premises after concluding official meetings and also from the rooms of officers
- [v] To clean crockery/cutlery/utensils etc
- [vi] To sweep and wash the floor area.
- [vii] Cleansing/dusting table, chair and other furniture in canteen,
- [viii] Cleaning slabs and area where food is cooked

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[ix] Any other additional duty allotted by the in-charge-of the canteen

Note: The above list of duties is only illustrative and not exhaustive. The canteen in charge may add in the list, duties of similar nature, ordinarily performed by officials at his level.

4. Educational qualification: 10th Pass or equivalent from any recognised board.

Note: Candidate, who has not acquired the minimum qualification as on the closing date for receipt of application form, need not apply.

5. Age limit: 18 years to 25 years as on the closing date for receipt of application from candidates. [Relaxable for Government Servant upto the age of 40 years in accordance with orders /instructions issued from time to time by Government of India]

Note: Candidates should note that date of birth as mentioned in the birth certificate/10th pass certificate available on the date of submission of application will only be accepted for determining the age eligibility.

5A. Age relaxation: Permissible relaxation in upper age limit for different category is as under

Category	Age relaxation permissible
ST	05 years
OBC	03 years
Ex-Servicemen	03 years after deduction of the military service rendered from the actual age as on closing date of receipt of application
Other category	As per extant Govt. Order

6 Nationality: A candidate must be a citizen of India.

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

8. Candidates should apply as per the enclosed proforma only. Application in any other format will not be accepted.

9. Candidates will forward applications properly sealed in an envelope to "The PCDA, 107, Lower Agram Road, Agram Post, Bengaluru"-560 007 through ordinary posts only.. Registered applications will not be accepted. Candidates are requested to super scribe the words, "Application for the post of Canteen Attendant" on the top of the envelope while sending the application form.

10. Last date for receipt of application is 60 days from the date of publication of the advertisement in employment news.

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

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12. Photocopy of the following documents/certificates to be attached along with application duly attested (by gazetted officer or self-attested):
- 10th Pass certificate.
 - Mark sheet of educational qualification (10th Pass).
 - ST/ OBC/EWS certificate in the prescribed format. [Format enclosed]
 - Copy of the Employment Exchange Registration ID number.
 - 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.

- 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.
- The number of vacancies are subject to change. Further, the employer has the right to cancel or modify this notification without assigning any reason thereof.
- Canvassing in any form will disqualify the candidate. 'No enquiry or correspondence will be entertained'.
- No TA/ DA is admissible.
- The decision of the Appointing Authority will be final.
- The recruitment process can be cancelled / postponed / suspended / terminated without any prior notice / assigning any reasons at any stage.
- The recruitment to this post shall be strictly based on written test/skill test only. There shall not be any personal interviews for selection.
- Any dispute with regard to the recruitment will be subject to court/tribunal located at Bangalore having jurisdiction over the office, where candidate has submitted his/her application.

Note: Candidates are advised to visit PCDA Bengaluru website pcdablr.gov.in regularly for updates and information about examination.

V. S. Manjula
SAO (AN)

वी. एस. मंजुला
V.S. MANJULA

वरिष्ठ लेखा अधिकारी / Sr. Accounts Officer
कार्यालय: र.से.प्र.नि. बेंगलूर - 560 007
O/o the PCDA Bangalore - 560 007
रक्षा मंत्रालय (वित्त) / Ministry of Defence (Fin)

APPLICATION FORM

(For the post of Staff Canteen Attendant)

Paste self attested passport size photograph
--

1. Full Name [In capital letters]: _____
2. Father's Name: _____
3. Mother's Name: _____
4. Date of Birth: _____
5. Category i.e. ST/OBC/EWS/General:
ESM/PH: _____
6. Nationality: _____
7. Gender Male/Female/Trans: _____
8. Correspondence Address: _____

9. Permanent address: _____

10. Telephone No./Mobile No: _____
11. Email: _____
12. Academic Qualification: _____

S.No.	Educational Qualification	Year of passing	Name of the Board/Universty	Percentage of marks obtained

6. Languages Known: _____
7. Work experience [if any]: _____

DECLARATION

I DECLARE THAT ALL THE STATEMENTS MADE BY ME IN THE APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I HAVE NOT SUPPRESSED ANY INFORMATION. I UNDERSTAND AND AGREE THAT IN THE EVENT OF ANY INFORMATION BEING FOUND FALSE OR INCORRECT OR INCOMPLETE OR INELIGIBILITY BEING DETECTED AT ANY POINT OF TIME BEFORE OR AFTER THE SELECTION, MY CANDIDATURE IS LIABLE TO BE REJECTED. I SHALL BE BOUND BY THE DECISION OF THE APPOINTING AUTHORITY.

Place:

Date:

Signature

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I bearing Roll No....., appearing for the Document Verification of the Examination, 20....., do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) on regular basis after availing of the benefits of reservation given to ex- serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:

Name:

Roll Number:

Date:

Date of appointment in Armed Forces:

Date of Discharge:

Last Unit/ Corps:

Mobile Number:

Email ID:

FORMAT FOR SC/ ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/ her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____

son/daughter of _____ of

village/town* _____ in District/Division * _____ of the State/ Union Territory* _____

belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/ Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____

The Constitution (Scheduled Tribes) order, 1950 _____

The Constitution (Scheduled Castes) Union Territories order, 1951* _____

The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996@

The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/ Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____ Father/mother of Shri/Srimati/Kumari* _____ of

village/town* _____ in District/Division* _____ of the

State/Union Territory* _____ who belong to the

_____ Caste/ Tribe which is recognized as a Scheduled Caste/ Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

%3. Shri/Shrimati/Kumari and /or * his/ her family ordinarily reside(s)

In village/town* _____ of _____

District/Division* _____ of the State/Union Territory of

Signature_____

** Designation_____

(with seal of office)

Place_____

Date_____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue Caste/ Tribe Certificates:

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Dy. Collector/ Ist Class Stipendiary Magistrate/ Sub- Divisional Magistrate/ Extra-Assistant Commissioner/ Taluka Magistrate/ Executive Magistrate.

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

ANNEXURE-IV**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____
_____ of village/ town _____

in District/Division _____

_____ belongs to the _____
Community which is recognized as a backward class under the Government of India,
Ministry of Social Justice and Empowerments Resolution No. _____

_____ dated _____*. Shri/Smt./Kumari
_____ and/or his/her family ordinarily reside(s) in the
_____ District/ Division of the _____

State/Union Territory. This is also to certify that he/she does not belong to the
persons/ sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the
Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt
(SCT) dated 8.9.1993**.

District Magistrate

Deputy Commissioner etc.

Dated:

Seal:

* The authority issuing the certificate may have to mention the details of Resolution of
Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of
the Representation of the People Act, 1950.

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

G. Prasad

slwp 10501/11/0001/2122