



Government of India/भारत सरकार
Ministry of Power/विद्युत मंत्रालय
Central Electricity Authority/केन्द्रीय विद्युत मंत्रालय
Sewa Bhawan, RK Puram/सेवा भवन, आर.के. पुरम
New Delhi-110066/ नई दिल्ली-११००६६

File No: CEA-SY-12-14/5/2021-Adm.-II

Dated the 17th June, 2023

VACANCY CIRCULAR

Subject : Filling up of 02 VACANCIES i.e. (01 of CANTEEN ATTENDANT, in Level-1, (Rs.18,000-56,900) by DIRECT RECRUITMENT BASIS and 01 vacancy of ASSISTANT HALWAI-CUM-COOK, in Level-2 (Rs.19,900-63,200) BY DEPUTATION / DIRECT RECRUITMENT BASIS in the Departmental Canteen of CEA- Publication of Advertisement in the Employment News/ Rojgar Samachar (both in Hindi & English) -reg.

Central Electricity Authority (CEA) is in the process of filling up of **02 VACANCIES (01 of Canteen Attendant (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial, in Level-1 (Rs.18,000-56,900) by Direct Recruitment basis and 01 vacancy of Assistant Halwai-cum-Cook (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial, in Level-1(Rs.19,900-63,200) by Deputation / Direct Recruitment basis in the Departmental Canteen of CEA.**

A. Eligibility Criteria for CANTEEN ATTENDANT post (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial in Level-1 (Rs.18,000-56,900) to be filled up by Direct Recruitment basis :-

1. As per **Recruitment Rules to the post of Canteen Attendant**, details of the Post (Minimum educational qualification, experience, age limit, category etc.):
 - a. **Educational Qualification** : Matriculation from a recognized Board;
 - b. **Category of Candidate** : OBC only;
 - c. **Experience** : Priority will be given to experienced candidates;
 - d. **Age Limit** : Between 18 to 25 years (relaxable for Government Servants) upto the age of 40 years in accordance with the orders issued by the Central Government from time to time;

Note: The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in

Employment News or newspaper, the crucial date for determining the age limit shall be last date upto which applications have been called for.

2. List of Duties & responsibilities attached to the post of **CANTEEN ATTENDANT**:-

- (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 the Officers/ Staff;
- (iv) To collect the used cups/ plates & utensil's etc. within the canteen premises, after concluding of official meetings and also from the rooms of Senior Officers;
- (v) To clean crockery/ cutlery/ utensils etc. in three stage i.e. in running normal water; in hot detergent water and in potassium permanganate solution;
- (vi) To sweep and wash the floor area;
- (vii) Cleaning / dusting table, chair and other furniture in canteens;
- (viii) Cleaning slabs and area where food is cooked;
- (ix) Any other additional duty allotted by the in-charge of the Canteen.

Note:- The in-charge of the Canteen is authorized to allocate the duties to the Canteen Attendants according to their capabilities and capacity for smooth functioning of the Canteen.

B. Eligibility Criteria for ASSISTANT HALWAI-CUM-COOK post (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial, in Level-2 (Rs.19,900-63,200)) to be filled up by Deputation / Direct Recruitment basis (both) : -

Details of the Post (Minimum educational qualification, experience, age limit, category etc.):-

FOR DIRECT RECRUITMENT:-

- (i) **Educational Qualification** : 10th Passed with a Certificate or Diploma in Catering;
- (ii) **Experience** : 01 year;
- (iii) **Trade Skill Test** for cooking including maintenance of hygiene etc. shall be conducted by the Departmental Promotion Committee (DPC) to assess the suitability of the candidate
Note: The qualification regarding experience is relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belong to SC or ST candidates, if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates belong to these communities possessing the requisite experience or not likely to be available to fill up the vacancies reserved for them.
- (iv) **Age Limit** : Between 18 to 25 years;

- (v) **Category of Candidate** : UR only;
- (vi) **Probation**: 2 years for direct recruits and nil for promotees.
- (vii) Crucial date for determining of age limit shall last date upto which applications have been called for.

FOR DEPUTATION:-

- (i) Officers of the Central Government holding analogous post on regular basis; or
- (ii) Canteen Attendant in the Pay Band-1, Grade Pay-1800, in (Level-2 in Pay Matrix), with three years regular service having 01 year experience as helper to Halwai-cum-Cook;
- (iii) Possessing certificate or diploma in Catering;

Note-1: 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 organization or department of the Central Government of the Central Government shall ordinarily not exceed three years. The maximum age limit for deputation shall be not exceeding fifty-six years as on the closing date of receipt of application;

Note-2: The determination 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 consideration for appointment by promotion.

Note-3: For the purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1.1.2006 or the date from which the revised pay structure based on the Sixth 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 or pay scale and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

Other terms & conditions for appointment on deputation basis :-

- (a) **Regulation of pay and other terms of deputation:-** The pay of the selected candidates will be regulated under the provisions contained in DoP&T OM No.6/8/2009-Estt.(Pay-II) dated 17-6-2010 amended from time;
- (b) **Age Limit:** The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt applications.
- (c) **Period of deputation:** 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 organization or department of the Central Government shall ordinarily not exceed three years;

3. List of Duties & responsibilities attached to the post of Assistant Halwai-cum-Cook :-
- (i) To assist the Halwai-cum-Cook in preparation of various snacks and beverages such as bonda, butter-toast, dosa, idly, vada, paneer pakora, samosa, matthi, vegetable cutlet, vegetable sandwich/ pakora etc.
 - (ii) To assist Halwai-cum-Cook in preparation of lunch/ meals i.e. chapatti, curd, dal, puri, raita, rice, sabzi, sambar, soup, sweat-dish, vegetable salad etc.;
 - (iii) In absence of Halwai-cum-Cook, preparation of snacks and meals;
 - (iv) Any other additional duties allotted by the In-charge of the Canteen
4. Posts mentioned above are subject to all India transfer liability in the Subordinate Offices of CEA;
5. Candidates should apply for the post of **CANTEEN ATTENDANT (for Direct Recruitment)** as per enclosed Proforma (**Annexure-I**);
6. Applications (in duplicate) for the post of **ASSISTANT HALWAI-CUM-COOK (for Direct Recruitment basis)** in the prescribed Proforma (**Annexure-II**) and (**for Deputation basis**) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in Proforma **Annexure-III**) along-with the following documents may be forwarded to **"Smt. Neerja Verma, Deputy Director (Pers.), Central Electricity Authority, Room No.516, 5th Floor, Sewa Bhawan, R.K. Puram, New Delhi-110066** through ordinary posts / by hand. Applications sent by Registered Post/ Speed Post/ E-mail will not be accepted.
7. Candidates are requested to super scribe the words **"Application for the post of CANTEEN ATTENDANT / ASSISTANT HALWAI-CUM-COOK"** on the top of the envelope while sending the application form.
8. Last date of receipt of application is 30 days from the date of publication of advertisement in Employment News/ Rojgar Samachar;
9. Attested from Gazetted Officer or Self-attested photocopies of the following documents / certificates to be attached along with application;
- 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;
 - e. Copy of the Employment Exchange Registration ID Number;
 - f. NOC in original from their present employer in case of Government Servant;
 - g. Vigilance Clearance & Integrity Certificate;
 - h. List of major/ minor penalties imposed if any, on the official during last 10 years (if any penalty has not been imposed, a 'Nil' certificate should be enclosed);
 - i. Attested photocopies of the ACRs/ APARs for the last 05 years (2016-17 to 2020-21) (attested on each page by an officer not below the rank of an Under Secretary to the Government of India);
 - j. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained;

- k. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Government strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.

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

9. 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;
10. Number of vacancies is subject to change. Further, the employer has the right to cancel or modify this notification without assigning any reason thereof;
11. Canvassing in any form will disqualify the candidate. No enquiry or correspondence will be entertained;
12. No TA/ DA is admissible;
13. The decision of the Appointing Authority will be final;
14. The recruitment process can be cancelled/ postponed/ suspended/ terminated without any prior notice / assigning any reasons at any stage.

Neerja

(Neerja Verma)

Deputy Director (Pers.)

Phone: 011-26732506

Email: ddpers-cea@gov.in

To,

- (i) All Ministries / Departments of Government of India (as per standard list);
- (ii) Assistant Director/ Campaign Officer, Directorate of Advertising and Visual Publicity (DAVP), Ministry of Information & Broadcasting, Sookana Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 – with the request to publish the indicative version of above vacancy circular in the ensuing issue of Employment / Rojgar Samachar (both Hindi & English);
- (iii) Director (IT), CEA – with a request to upload the vacancy circular on the official website of CEA;
- (iv) Notice Boards of CEA;
- (v) NIC, DoP&T – with a request to upload the vacancy circular on the official website of DoP&T.

ANNEXURE-I



Government of India/भारत सरकार
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New Delhi-110066/नई दिल्ली-११००६६

Paste one self
attested passport
size photograph

PROFORMA FOR BIO-DATA

(For applicants to the post of Canteen Attendant / Assistant Halwai-cum-Cook in the Departmental Canteen of Central Electricity Authority (proper) by **DIRECT RECRUITMENT BASIS**)

1	Full Name	
2	Date of Birth	
3	Category SC/ ST/ OBC/ General	
4	Nationality	
5	Gender	
6	Complete Postal Address	
7	Complete Permanent Address	
8	Telephone Number/ Mobile Number/ Email-ID	

9. Academic Qualification:-

Educational qualification / Diploma	Year	Name of the University/ Board/ Institution	Subject

1	Employment Exchange Registration No. (mandatory)	
2	Work Experience (if any)	
3	Language known	
4	Any other information	

Declaration

Ideclare that the entries 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 Candidate)

ANNEXURE-II



Government of India/भारत सरकार
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Paste one self
attested passport
size photograph

PROFORMA FOR BIO-DATA

(For Central Government Employees to the post of Assistant Halwai-cum-Cook) in the Departmental Canteen of Central Electricity Authority (proper) to be filled on DEPUTATION BASIS)

Sl.No.	Name and postal address (in Block Letters) with Telephone/ Mobile Number and Email-ID	
1	Date of Birth (in Christian Era)	
2	Date of commencement in Government Service	
3	Date of retirement under Central Government Rules	
5	Educational qualifications (enclose separate sheet, duly authenticated by your signature, if the space below is insufficient)	
5-(A)(i)	Do you hold analogous posts on regular basis in the parent cadre or department? or	
(ii)	Do you hold the post of Assistant Halwai-cum-Cook in departmental canteen with 3 years of regular service in the Level-2 in the Pay Matrix (Rs.19,900-63,200) ? and	
5(B)(i)	Are you 10 th Class pass from a recognized Board with a certificate or diploma in Catering?	
(ii)	Do you have One year experience as Helper to Halwai-cum-Cook	
(iii)	Possessing Certificate or diploma in Catering (Please enclose supporting documents for point No.5(A)&5(B))	
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	

6.1	Note: Borrowing departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work Experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied	
7	Details of employment, in chronological order (starting from entry in Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient	

Office/ organization	Whether Central Government / State Governments/ UTs/ Universities/ recognized research Institutes/ PSUs/ Statutory/ Autonomous Organization	Post held	Level of Pay & basic pay	Period of Service		Nature of appointment (regular/ Ad-hoc/ Deputation)	Nature of duties with brief details of works performed during the appointment	Other particulars if any
				From	To			
8	(a)-Name of parent office / organization to which you belong, (b)-Category of parent office (whether Central Government/ State Government/ Others), (c)-Nature of present employment (whether ad-hoc/ temporary/ 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 parent office/ organization to which the applicant belongs (d)-Name of the post and Pay of the post held in substantive capacity in the parent organization							
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 grade 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					
	Date	Pay Scale (pre-revised) with Grade Pay	Basic Pay (Pre-revised)	Date of revision	Revised basic pay as per 7 th CPC	Level of Pay in 7 th CPC Matrix
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. (enclose a separate sheet if the space is insufficient)					
15	Full postal address of forwarding authority with name, telephone / mobile number and email ID					
16	Whether belongs to SC/ ST					
17	Remarks					

(Signature of the candidate)
Full office address
Telephone Number
Email ID

Place:
Date:

ANNEXURE-II-(A)

(Certificate to be furnished by the Employer/ Head of Office / Forwarding Authority)

Certified that the information / details provided in the above application by the applicant namely.....are true and correct as per the facts available in the officials records. He / She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that :-

- (i) There is no Vigilance or Disciplinary case pending/ contemplated against Shri / Smt. / Ms.....
- (ii) His/ her integrity is certified;
- (iii) Photocopies of the ACRs/ APARs for the last 5 years (for the year 2016-17 to 2020-21) duly attested by an officer of the rank of Under Secretary to the Government of India or above, are enclosed;
- (iv) No major/ minor 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* (*strike out which is not applicable).

Signature
Name & Designation
Telephone Number
Mobile Number
Office email ID
Office seal

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.