

CEA-SY-12-14/5/2021-Administration-II
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

Dated the 08th July, 2024

VACANCY CIRCULAR

Subject: Filling up of 01 VACANCY of CANTEEN ATTENDANT (in PB-1, Grade Pay-1800, Level-1) by Direct Recruitment basis in the Departmental Canteen of CEA- Advertisement in the Employment News/ Rojgar Samachar -reg.

Central Electricity Authority (CEA) is in the process of filling up of **01 VACANCY of Canteen Attendant** (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial, PB-1, Grade Pay-1800, in Level-1) by **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, PB-1, Grade Pay-1800, in Level-1) 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 (Priority may be given to certificate or diploma holder in Catering);
 - b. **Category of Candidate** : UR only;
 - c. **Experience** : Priority will be given to experienced candidates;
 - d. **Age Limit** : Between 18 to 25 years (relax able 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

3. Posts mentioned above are subject to all India transfer liability in the Subordinate Offices of CEA.

4. Candidates should apply for the post of **CANTEEN ATTENDANT (for Direct Recruitment)** as per enclosed Proforma (**Annexure-I**) along-with the following documents may be forwarded to **“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.

5. 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.

6. Last date of receipt of application is **30 days** from the date of publication of advertisement in Employment News/ Rojgar Samachar.

7. 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. Certificate/ Diploma in hospitality management/ cooking / catering;
- d. Copy of the Employment Exchange Registration ID Number;
- e. NOC in original from their present employer in case of Government Servant;
- f. 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.

8. 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;
9. Number of vacancies is subject to change. Further, the employer has the right to cancel or modify this notification without assigning any reason thereof;
10. Canvassing in any form will disqualify the candidate. No enquiry or correspondence will be entertained;
11. No TA/ DA is admissible;
12. The decision of the Appointing Authority will be final;
13. The recruitment process can be cancelled/ postponed/ suspended/ terminated without any prior notice / assigning any reasons at any stage.

Sd/-
(Neerja Verma)
Deputy Director (Pers.)

To,

- i. Assistant Director/ Campaign Officer, Directorate of Advertising and Visual Publicity (DAVP), Ministry of Information & Broadcasting, Sookhana 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);
- ii. Notice Boards of CEA;
- iii. Director (IT), CEA – with a request to upload the vacancy circular on the official website of CEA.

ANNEXURE-I

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

Paste one self attested
passport size
photograph

PROFORMA FOR BIO-DATA

(For applicants to the post of Canteen Attendant in the Departmental Canteen of Central Electricity Authority by
DIRECT RECRUITMENT BASIS)

1	Full Name	
2	Date of Birth	
3	Category	UR
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 ID 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)