
	<p>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</p>	
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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.