

CONTROLLER OF DEFENCE ACCOUNTS

618, Anna Salai, Teynampet, Chennai - 600 018.

Phone: (044) 24349980, Fax: (044) 24348142

No.AN/1/16/Rectt/Cant Emp

I. The Controller of Defence Accounts, Chennai under Ministry of Defence [Finance] is in the process of filling up vacant posts in the grade of Canteen Attendant, Departmental Canteen of this organization.

II. Applications are invited on direct recruitment basis as under:

Name of the Post	Pay	Age as on closing date	SC	ST	OBC	UR	Total number of posts
CANTEEN ATTENDANT	Level I as per 7th CPC	18-25 years	01	-	02	07	10 (Out of the 10 posts 1 post will be reserved for Ex-servicemen)

III. Details of the posts (Pay scale, Minimum Educational Qualification, experience, age limit etc.)

1. Pay Scale : Level I (Rs.18,000/- - Rs. 59,600/-).
2. Educational qualification: Matriculation or equivalent from any recognized institute / board / organization. Diploma in hospitality management / cooking / catering (optional only).
3. Age limit: 18 years to 25 years (as on 10.01.2018 i.e. the closing date for receipt of application)
4. Age relaxation: As per existing rules.
5. Posts mentioned above are subject to all India transfer liability rules.
6. Candidates should apply as per the enclosed proforma only. Application in any other format will not be accepted.
7. Candidates will forward applications properly sealed in an envelope to, Controller of Defence Accounts, 618, Anna Salai, Teynampet, Chennai - 600 018 through post / 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.
8. Last date of receipt of application is 60 days from the date of publication of the advertisement in News Paper / notification in employment exchange.
9. The crucial date for determining the age limit shall be the closing date for receipt of application.
10. Photocopy of the following documents / certificates to be attached along with application duly attested (by gazette officer or self-attested).
 - 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 (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.

11. 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.
12. The employer has the right to cancel or modify this notification without assigning any reason thereof.
13. Canvassing in any form will disqualify the candidate. 'No enquiry or correspondence will be entertained'.
14. No TA / DA is admissible.
15. The decision of the appointing Authority will be final.
16. The recruitment process can be cancelled / postponed / suspended / terminated without any prior notice / assigning any reasons at any stage.
17. The recruitment to this post shall be strictly based on written test / skill test only. There shall not be any personal interviews for selection.

Sd/
(Vishnu Priya. V)
SAO (AN)

Annexure-1

Government of India
Ministry of Defence (Finance)
(Defence Accounts Department)

PROFORMA FOR BIODATA

(For the post of 'Canteen Attendant in the Departmental Canteen of CDA Chennai)

1. Full Name (Sh./Smt./Km.) : _____
2. Date of Birth : _____
3. Category i.e. SC/ST/OBC/UR : _____
4. Nationality : _____
5. Gender : Male / Female
6. Postal Address : _____

Pin code _____
7. Telephone No(s) Res/Mobile : _____
Email : _____
8. Academic Qualification : _____

EDUCATIONAL QUALIFICATION / DIPLOMA	YEAR	NAME OF THE BOARD / UNIVERSITY / INSTITUTION	SUBJECT

9. Employment Exchange Registration ID No. : _____
10. Work Experience (If any) : _____
11. Languages Known : _____
12. Any other information : _____

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