

No. A- 42012/26/2021-Ad.II
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

North Block, New Delhi-110001
Dated the 26th November, 2021

VACANCY CIRCULAR

Sub:- Filling up of the Halwai-cum-cook in Departmental Canteen of Ministry of Home Affairs (Proper), New Delhi on deputation basis.

It is proposed to fill up the post of Halwai-cum-cook in the Departmental Canteen of Ministry of Home Affairs (Proper) on deputation basis. The particulars of the posts, eligibility conditions etc. are as shown in the table below:-

Sl. No.	Name of the posts and Pay Scale	No. of vacancies	Eligibility for deputation
1.	Halwai-cum-cook, General Central Service, (Group 'C'), Non-Gazetted, Non-Ministerial, Level 3 in the Pay Matrix (Rs. 21,700-69,100)	01	Officers of the Central Government- (a) (i) Holding analogous posts on regular basis; Or (ii) Assistant Halwai-cum-Cook with atleast three years regular service in LEVEL 2 in the PAY MATRIX ; And (b) Possessing the following educational qualifications and experience: (i) 10 th Class Pass with a certificate or diploma in catering; (ii) Two years experience in cooking preferably in a Government Department or Undertaking.

2. The Period of deputation including the period of deputation in another ex-cadre post held immediately in the same or some other Organisation/Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.

3. The Departmental official 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.

4. For the purpose of appointment on deputation or absorption basis, the service rendered on a regular basis by an officer prior to 1st January, 2016 or the date from which the revised pay structure based on the Seventh Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding LEVEL in the PAY MATRIX

extended based on the recommendations of the Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/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 upgrading.

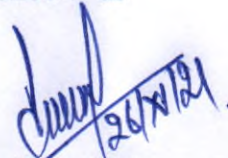
5. Applications of only those officials, whose services could be spared immediately on their selection, may be forwarded through proper channel, in the prescribed proforma, given in Annexure-I along with duly filled in Annexure-II in duplicate attaching therewith following documents to the undersigned within a period of 60 days from the date of publication in the employment News:

- a) Xerox copies of CR/APAR dossiers of last 5 years.
- b) Vigilance Certificate.
- c) Integrity certificate.

6. Applications received after the expiry of the prescribed period and/or found to be incomplete in any manner will not be considered for selection to the post. Candidates once selected, will not be allowed to withdraw their candidature subsequently

7. Pay and allowances of the officer selected will be regulated in accordance with the Department of Personnel & Training's O.M. No.2/29/91Estt(Pay-II) dated 05.01.1994 as amended from time to time.

Encl.: Annexure-I & Annexure-II


(Subodh)

Under Secretary to the Government of India
Tel. No. 23094956

To

1. All the Ministries/Departments of Government of India (as per list attached) with the request to give wide publicity to the vacancy circular among the staff working under their respective administrative control.
2. Director Generals of all CAPF and other attached/Subordinate Offices under MHA.
3. Controller/ Dy. Controller of Accounts/Principal Accounts Officers of all the Ministries/ Departments of the Government of India under New Delhi with the request that the post may please be got circulated to all the sections/branches under their administration.
4. Director of Canteen, DoPT, Khan Market, New Delhi-110001.
5. All Officers/Sections/ Desks of MHA (P) including D/o Official Language.
6. Notice Boards of North Block, MDC National Stadium, Jaisalmer House & NDCC-II Building, MHA, New Delhi.
7. SO(IT) for uploading on the Ministry's website i.e. mha.nic.in/notifications/vacancies.

PROFORMA FOR APPLICATION FOR THE POST OF HALWAI-CUM-COOK IN THE DEPARTMENTAL CANTEEN OF MINISTRY OF HOME AFFAIRS (PROPER) ON DEPUTATION BASIS.

1.	Name & Postal Address (in block letters) With Telephone No.	:	
2.	Father's Name	:	
3.	Date of Birth	:	
4.	Age on the last date of receipt of applications	:	
5.	Date of retirement under Central Government Rules	:	
6.	Name & Address of Present Department/Cadre	:	
7.	Educational qualification	:	
8.	a) Do you hold analogous post on regular basis in the present cadre or department; OR	:	
	b) Do you possess three years regular service in the post of Assistant Halwai-cum-Cook in Pay Level-2 in the PAY MATRIX or equivalent in the present cadre or department; and	:	
	c) Do you possess 10 th Class Pass Certificate ; or	:	
	d) Do you possess a Diploma in catering;	:	
	e) Do you possess two years experience in cooking preferably in a Government Department or Undertaking ?	:	

9. Details of employment in the chronological order (starting from the entry in the Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Department	Post held	Period of Service		Basic –Pay & Pay Scale (pre- revised)	Nature of appointment whether Regular/ Adhoc/ Deputation
		From	To		
1	2	3	4	5	6

10. Nature of present employment, :
i.e. ad-hoc or temporary or permanent

11. In case the present employment is held on deputation please state

a)The date of initial appointment :

b)Period of appointment on deputation :

c)Name of the parent office/
organization to which belong :

12. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet if space is insufficient).

13. Full postal address of forwarding authority with Name and Telephone No. :

Date.....

Place.....

Signature of the Candidate
(Name of the Candidate)

(Certificate to be furnished by the employer/ Head of Office/ forwarding Authority)

- 1) Certified that particulars furnished by Shri/Smt. _____ are correct and have been verified from the office records.
- 2) The applicant, if selected, will be relieved immediately.
- 3) It is certified that:
 - I) There is no vigilance or disciplinary case either is pending or being contemplated against Shri/Smt. _____.
 - II) His/ Her integrity is certified.
 - III) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs/APARs for the last 5 years duly attested by an Officer of the rank of Under Secretary to the Government of India or above. (whenever applicable).
 - IV) No major/ minor penalties imposed on him/her during the last 10 years.

Signature of the Officer Concerned :

Name of the Designation :

Full address :

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Phone No. :

Official Seal :

Place:

Date:

List of Enclosures: