


No. A-42012/12/2021-Ad.II  
GOVERNMENT OF INDIA/BHARAT SARKAR  
MINISTRY OF HOME AFFAIRS/GRIH MANTRALAYA  
NORTH BLOCK, NEW DELHI – 110001  
\*\*\*\*\*

Dated the 8<sup>th</sup> December, 2021

With reference to vacancy circular in respect of 01 vacant post of Assistant Manager-cum-Store Keeper, Group 'C' post in the Non-Statutory Departmental Canteen of Ministry of Home Affairs (Proper) published in the Employment News/Rojgar Samachar dated 27<sup>th</sup> November – 03<sup>rd</sup> December, 2021, applications are invited for filling up the said vacant post as per details (annexure-I & II) enclosed, within 45 days from the date of publication of the Notice in the Employment News/Rojgar Samachar.

  
(Subodh)

Under Secretary to the Government of India  
Tel. 2309 4956

To

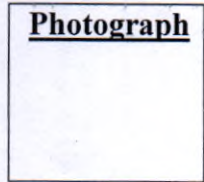
1. SO(IT) to upload the detailed circular on the MHA's website i.e. [mha.nic.in/notifications/vacancies](http://mha.nic.in/notifications/vacancies).
2. Notice boards of MHA.

**Annexure-I**

Eligibility conditions for the post of Assistant Manager-cum-Store Keeper, Group 'C' post in the Non-Statutory Departmental Canteen of Ministry of Home Affairs (Proper):

1. Education Qualification : (a) Bachelor in commerce from a recognized University; or  
(b) Graduate in any discipline from a recognized university with one year Diploma in Book Keeping or Store Keeping; and
2. Age : 18-25 years as on 01.08.2021, relaxation of age limit to be provided for the Scheduled Castes, Scheduled Tribes, Ex-servicemen, other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time.
3. Experience : Three years' experience in a Government Department or Undertaking in handling stores or Accounts;
4. Attested copies of certificates relating to claim of age, education qualification, experience etc. along with a copy of valid employment Exchange Registration ID number must be enclosed with the Application.

PROFORMA



1. Name :
2. Father's Name :
3. Date of Birth :
4. Education Qualification :
5. Residential Address :
6. Experience (if any), documentary proof to be attached :
7. Whether belongs to SC/ST/OBC :
8. Contact Number :

Date.....

Place.....

Signature of the applicant