

No.AN/V/406/Rectt/Canteen Staff/Vol.-I  
Government of India  
Ministry of Defence  
Controller of Defence Accounts, Narangi, Guwahati-781171

A. The CDA Guwahati is in the process of filling up vacant posts in the grade of Canteen Attendant in the Departmental Canteen of this Department.

B. Applications are invited on direct recruitment basis as under:-

Name of the Post	Pay Band & Grade Pay	Age as on closing date	ST	SC	OBC	UR	Total No. of post
Canteen Attendant	(Rs.5200-20200)+1800(GP) as per 6 <sup>th</sup> CPC and Level 1(Rs 18000/-) as per 7 <sup>th</sup> CPC	18-25 years	02	01	02	04	09  (Horizontal reservation of one post each will be reserved for Ex-Servicemen and Orthopedically handicapped persons )

\*The number of vacancies is subject to change

C. Details of the posts (Pay scale, Minimum educational qualification, experience, age limit etc.)

1. Pay Scale: Pay Band-I (5,200/--20,200/-) with Grade Pay of Rs.1800/as per 6<sup>th</sup> CPC and Level 1 – Rs.18000/ as per 7<sup>th</sup> CPC.
2. Educational qualification: Matriculate 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 closing date of 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 prescribed format only. The same can also be downloaded from Official website- [cdaguwahati.gov.in](http://cdaguwahati.gov.in). Application in any other format will not be accepted.**
7. Candidates will forward applications properly sealed in an envelope to “ **Dr K. Lalbiakchhunga, Asstt. Controller, Office of the CDA Guwahati, Udayan Vihar, Narangi, Guwahati-781171**”; through ordinary posts/by hand. Registered Post 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.
8. Last date of receipt of application is **60 days** from the date of publication of the advertisement in Employment News.
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 in the time of verification of document.

- 11. Brief nature of duties: Tea/coffee maker, Bearer, Wash boy, Safaiwala.  
Details will be available on the website. The candidates are requested to go through the same and be clear and satisfied that they are agreeable to perform the duties as indicated, in case of selection.
- 12. 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.
- 13. The number of vacancies is subject to change. Further, the employer has the right to cancel or modify this notification without assigning any reason thereof.
- 14. Canvassing in any form will disqualify the candidate. 'No enquiry or correspondence will be entertained'.
- 15. No TA / DA is admissible.
- 16. The decision of the Appointing Authority will be final.
- 17. The recruitment process can be cancelled / postponed / suspended / terminated without any prior notice / assigning any reasons at any stage.
- 18. The recruitment to this post shall be strictly based on a written test/skill test. Date of written test will be intimated to the eligible candidates later. There shall not be any personal interviews for selection.
- 19. For more details please visit [www.cdaguwahati.gov.in](http://www.cdaguwahati.gov.in)

Sd/-  
( Dr K. LALBIAKCHHUNGA )  
ASSTT. CONTROLLER  
CDA GUWAHATI

Government of India  
Ministry of Defence  
Defence Accounts Department  
Controller of Defence Accounts Guwahati  
Udayan Vihar, Narangi, Guwahati-781171

**PROFORMA FOR BIODATA**  
**(For the post of Canteen Attendant in the Departmental Canteen)**

1. Full Name(In block letters)  
(Sh./Smt./Km.): \_\_\_\_\_
2. Date of Birth  
: \_\_\_\_\_
3. Category i.e. SC/ST/OBC/General : \_\_\_\_\_
4. Nationality : \_\_\_\_\_
5. Gender : \_\_\_\_\_
6. Postal Address : \_\_\_\_\_  
\_\_\_\_\_
7. Mobile No : .....E-mail.....
8. Academic Qualification:

Paste one self-  
attested passport  
size photograph

Educational Qualification/Diploma	Year	Name of the University/Institution	Subject

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

**DECLARATION**

1. 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.

2. I have understood the nature of duties indicated in the advertisement and would carry out the same if selected to the post.

Place:

Date:

SIGNATURE