

No. A-12012/1/2023/Ad-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

North Block, New Delhi
the 9th January, 2024

CIRCULAR

Sub: Inviting applications for filling up one post of Manager-cum-Accountant in Departmental Canteen of Department of Personnel & Training, with retired Central Govt./State Govt./Ex-service men/Para-Military Forces employees - reg.

It is proposed to fill up one post of Manager-cum-Accountant in Departmental Canteen of DoPT, with retired Central Govt./State Govt./Ex-service men/Para-Military Forces employees against the vacant post in these grade as per details given below:

1	Name of the Post	Manager-cum-Accountant (Level - 6, Rs.35,400-1,12,400/-)
2	Total number. of vacancies	01
3	Job Location	North Block (Central Secretariat) OR Lok Nayak Bhawan, Khan Market OR Old JNU Campus, New Delhi
4	Eligibility Criterion	Officials retired from the post of Manager cum Accountant or above posts after working in any Departmental Canteen of Government of India/State Govt.
5	Age	Should be less than 65 years.
6	Remuneration	Last pay drawn minus pension plus TA in terms of D/o Expenditure's OM No. 3-25/2020-E.IIIA dated 09.12.2020.
7	Leave	1.5 paid leave for every month
8	Working Hours	Normal Office timings from 9:00 AM to 5.30 PM. However, he should be willing to work beyond the office hours as per requirement
9	Terms of Engagement	As per the provision of OM No. 3-25/2020-E.IIIA dated 09.12.2020 of D/o Expenditure.
10	How to apply	The applications (As per Annexure) in the prescribed format (complete in all respects) along with a copy of PPO may be sent to the following address: The Under Secretary (Admn) DOPT, Room No. 3, North Block, New Delhi-110001 or email at: usa@nic.in.
11	Last date for receipt of application	31.01.2024 upto 5.00 PM

Narendra Kumar
09/01/2024

(Narendra Kumar)

Under Secretary to the Government of India
Tel No. 011-2309 2982

To,

Director/Deputy Secretary (Admn./Establishment) of All Ministry/Department of Govt. of India
with request to provide boarder publicity within their Ministry/Department

Copy to:

NIC Team, North Block to upload on DoPT's website

Annexure

1	Name:	
2	Last Designation held	
3	Name of the Department from where retired	
4	Date of retirement	
5	PPO No. (copy enclosed)	
6	Last Pay Drawn and Level	
7	Monthly Pension sanctioned	
8	Present Address:
10	Contact No.	
11	Email ID:	

**Affix
Passport Size
Photograph**

(Signature of Applicant)

Date:

Place: