

Office of the Comptroller and Auditor General of India

9, Deen Dayal Upadhyay Marg, New Delhi- 110002

File No.: AG (A&E)/Admn.I/U.II/8-391/2024-25/

Dated: 13.07.2024

Recruitment Notice

Applications are invited from Indian Nationals for filling up the post of 'Canteen Attendant' by direct recruitment method in the Departmental Canteens/ Tiffin Rooms of Indian Audit and Accounts Department (IA & AD) in the prescribed format with requisite details and with supporting documents:

Details of Post:

Sl. No.	Name of Office (O/o the)	Post	Classification	Pay Level	Vacancies						Total
					Unreserved (UR)	SC	ST	OBC	EWS	PwBD	
1.	O/o AG (A&E) Telangana, Hyderabad	Canteen Attendant	General Central Service, Group-'C', Non-Gazetted, Non-Ministerial	Level-1 (Rs.18000-56900) in the Pay Matrix	9	3	1	4	1	1	19
2.	O/o the PAG (A&E) I.M.P. Gwalior	Canteen Attendant	General Central Service, Group-'C', Non-Gazetted, Non-Ministerial	Level-1 (Rs. 18000-56900) in the Pay Matrix	5	-	-	1	-	-	6
3.	O/o PAG (A&E) Audit, Raipur, C.G.	Canteen Attendant	General Central Service, Group-'C', Non-Gazetted, Non-Ministerial	Level-1 (Rs. 18000-56900) in the Pay Matrix	5	-	-	1	-	-	6

- Educational Qualification: (Essential):** 10th Class pass or equivalent from a recognized Board.
- Age limit:** 18 to 25 years. The crucial date for determining the age limit shall be the closing date for receipt of application.
- Age relaxation:** As per extant rules. Relaxation of age limit upto 40 years for Government servant in accordance with the instructions or orders issued by the Central Government from time to time and orders of the Comptroller and Auditor General of India in respect of out sourced staff, who worked/are working in the offices of IA & AD.
- Probation period:** 2 (two) years.
- How to apply:** Details regarding eligibility criteria, documents required, application form and instruction to the candidates etc., are available on official website cag.gov.in/ae/telangana/en
- Last date:** The application in prescribed format will be received only by ordinary post within 30 days from the date of notification in Employment News.
- Application Fee:** Each application should be accompanied by a fee as under:

Category	Fee payable
SC/ST/OBC/PwBD/EWS/Ex-Service-men/Female candidate	Nil
All others	Rs. 300/- (Rupees three hundred only)

- Mode of payment:** The fee shall be payable in the form of Indian Postal Order (IPO)/Demand -Draft (DD) drawn in favour of the PAO, Audit A G (A & E), Telangana, Hyderabad, payable at Hyderabad. The IPO/DD should invariably be issued only after publication of advertisement notice. Application Fee, once paid will not be refunded under any circumstances.
- Experience:**
 - Preference would be given to previous work experience in the offices of IA & AD for not less than a period of two consequent years (at least 100 days in each year) on basis of submission of duly certified experience certificate by the respective outsourced agency and endorsed by the authorized signatory of concerned offices of IA & AD with date and naming seal/stamp.
 - The candidates, who are having relevant work experience in Certified Canteens of any offices/department of Central/State Government and Public Sector Undertaking (PSUs) will also be given preference on submission of duly certified experience certificate by the authorized signatory with date and naming seal/stamp.
 - Such certification must have been issued not earlier than 3 months prior to this advertisement notice.

- Written test:** Shortlisted candidates, whose application is found in order in all respects, will be called for objective type written examination based on syllabus of 10th level public examination.
- Shortlisting:** The Office of the Comptroller and Auditor General of India, if considered necessary, may adopt a system of short-listing during the selection process of candidates.
- Selection:** Selection to the post will be based on marks obtained in 10th Class, Written test and Work experience.
- Documents required:** Self attested copies of the following document/certificate is to be attached alongwith the prescribed application form:
 - Matriculation or equivalent certificate.
 - Mark-sheet of educational qualification (Matriculation or equivalent).
 - SC/ST/OBC/PH/EWS Certificate.
 - Experience Certificate as prescribed at Para-9 (a) to (c) of this advertisement.
 - NOC from the present employer in case of Government Servant (original certificate should not be sent with the application but should be produced only at the time of verification of document).
 - A valid Income Certificate issued by the concerned District Magistrate/Tehsildar in case of OBC & EWS candidates.
- General:**
 - Incomplete/Ineligible application will be deemed to be invalid and will be rejected summarily without any intimation to the candidate.
 - Number of vacancies are subject to change. Department reserves the right to postpone/cancel/suspend/terminate the entire recruitment process without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard.
 - The employer has the right to cancel or modify this notification without assigning any reasons thereto.
 - Canvassing in any form will disqualify the candidate and no enquiry or correspondence will be entertained in this regard.
 - No TA/DA is admissible.
 - The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice/assigning any reasons at any stage.
 - The decision of the Appointing Authority will be final.

Sr. Deputy Accountant General (Administration)
O/o the Accountant General (A&E)
Telangana, Hyderabad

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