

No.C-17016/1/2010-Estt.II  
Government of India  
Staff Selection Commission  
(Department of Personnel and Training)  
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Block No. 12, CGO Complex,  
Lodhi Road, New Delhi  
Dated 17.11.2017

**OFFICE MEMORANDUM**

Subject: - Filling up two posts of Halwai-cum-Cook in the Departmental Canteen of Staff Selection Commission - Reg.

1. The Staff Selection Commission is in the process of filling up vacant posts in the grade of Halwai-cum-Cook in the Departmental Canteen of this Commission Head Quarter.
2. Applications are invited on direct recruitment basis as under:-
3. Details of the post (Minimum educational qualification, experience, age limit etc.)
  - (i) Halwai-cum-Cook : Pay Band & Grade Pay as per 6<sup>th</sup> CPC Rs. 5,200-20,200 + 2,000(GP), Total No. of Posts - 2(Two) i.e. 1 UR & 1 OBC
    1. Educational qualification: 10<sup>th</sup> passed or equivalent passed and Certificate or Diploma in Catering.
    2. Experience : Two years experience in Catering from any Govt. Office or Public Sector Undertaking preferred.
    3. Age limit: 18-25 years.
    4. Age relaxation: As per existing rules. Relaxable for Government Servant upto age of 40 years in accordance with the orders issued by the Central Government.
- 4.. Post mentioned above is situated in SSC (HQr,) New Delhi.
5. Candidates should apply in the enclosed proforma only. Applications in any other format will not be accepted.
6. Candidates may forward applications properly sealed in an envelope to "The Under Secretary (Estt), SSC, CGO Complex **Block No. 12, Lodhi Complex**, New Delhi" through ordinary post. Registered applications will not be accepted. Candidates are requested to super scribe the words, "Application for the post of Halwai-cum-Cook" on the top of the envelope while sending the application form.
7. Last date of receipt of application is 30 days from the date of uploading of the advertisement in the website/date of publication in the Employment News.
8. The crucial date for determining the age limit shall be the closing date for receipt of application.
9. Photocopy of the following documents / certificates to be attached along with application duly attested (by gazetted 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. NOC in original from present Employer, in case of Government servant.
  - g. Experience certificate.

**Note:** Original certificate should not be sent with the application. These should be produced only in time of verification of document.
10. Incomplete / ineligible application 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.

Contd....2/-

11. 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.
12. Canvassing in any form will disqualify the candidate. 'No enquiry or correspondence will be entertained'.
13. No TA/DA is admissible.
14. The decision of the Appointing Authority will be final.
15. The recruitment process can be cancelled / postponed/ suspended / terminated without any prior notice / assigning any reasons at any stage.



(Zoya C.B.)

Under Secretary to the Govt. of India

Copy to:

- ✓ 1. NIC for uploading on the website of the Commission.
2. Regional Director, SSC(NR) for uploading on the website of SSC(NR).
3. The Director, Directorate of Advertising & Visual Publicity, Ministry of Information & Broadcasting, Sookna Bhawan, Phase -V, CGO Complex, Lodhi Road, New Delhi- 110003.
4. Director(EDP) for uploading the advertisement on National Career Services Portal.



(Zoya C.B.)

Under Secretary to the Govt. of India

**Government of India**  
**Ministry of Personnel, P.G. and Pensions**  
**Staff Selection Commission**  
**(Department of Personnel and Training)**

**PROFORMA FOR BIODATA**

(For the post of Halwai cum Cook in the Departmental Canteen of SSC)

Paste one  
self  
attested  
passport  
size  
photograph

1. Full Name (Sh./Smt./Km.) : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Category i.e. SC/ST/OBC/General : \_\_\_\_\_
4. Nationality : \_\_\_\_\_
5. Gender : \_\_\_\_\_
6. Postal Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
Pin Code \_\_\_\_\_
7. Telephone No. (s):      Residence : \_\_\_\_\_  
                                                Email : \_\_\_\_\_

8. Academic Qualification:

EDUCATIONAL QUALIFICATION / DIPLOMA	YEAR	NAME OF THE UNIVERSITY/INSTITUTION	SUBJECT

9. Work Experience (If any) : \_\_\_\_\_
10. Language Known : \_\_\_\_\_
11. Any other information : \_\_\_\_\_

**DECLARATION**

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.

Place:  
Date:

SIGNATURE