

PRESIDENT'S SECRETARIAT
(Establishment Section)

No.A-33011/23/08-Estt

28 July 2016

C I R C U L A R

Reference circular of even number dated 8.6.2016 regarding online applications invited from the eligible Indian citizens for filling up different vacancies by direct recruitment in different services of Household Establishment of the President's Secretariat, Rashtrapati Bhavan, New Delhi.

2. The dates for the receipt of online applications invited from the eligible Indian citizens only for following posts has been extended as mentioned in Para-5(i) below. For the other posts, there is no change in the date : -

| Sl. No. | Name of Post | Pay Band and Grade Pay | Number of vacancies | UR | Posts reserved for | | |
|---------|---------------------------------|---|---------------------|-----------|--------------------|----------|----------|
| | | | | | SC 15% | ST 7.5% | OBC 27% |
| 1. | Baker's Mate | PB-1 (₹5200-20200) plus Grade Pay ₹1800/- | 1 | 1 | 0 | 0 | 0 |
| 2. | Silverman-cum-Masalchi | PB-1 (₹5200-20200) plus Grade Pay ₹1800/- | 14 | 7 | 2 | 1 | 4 |
| 3. | Room Attendant Grade-II | PB-1 (₹5200-20200) plus Grade Pay ₹1800/- | 11 | 8 | 1 | 0 | 2 |
| 4. | House Attendant Grade-II | PB-1 (₹5200-20200) plus Grade Pay ₹1800/- | 5 | 3 | 1 | 0 | 1 |
| | | Total | 31 | 19 | 4 | 1 | 7 |

2. **METHOD OF RECRUITMENT AND QUALIFICATION**

i) **BAKER'S MATE**

Direct Recruitment:

QUALIFICATION

- (a) Minimum Class XII pass from a recognised Board
- (b) Minimum 1 year Diploma Course in Bakery & Confectionery / 2 years Apprenticeship Course in Bakery & Confectionery
- (c) All Courses should be recognised by NCVT / NCHMCT
- (d) Minimum 2 years experience in a bakery in hospitality industry

Age Limit: 18-27 years for direct recruits

ii) **SILVERMAN-CUM-MASALCHI**

Direct Recruitment:

QUALIFICATION

- (a) Minimum Class XII pass from a recognised Board
- (b) Minimum 1 year Diploma Course in Food & Beverage operation / 2 years Apprenticeship Course in Food & Beverage Operation
- (c) All Courses should be recognised by NCVT / NCHMCT
- (d) Minimum 2 years experience in the hospitality sector in F&B operations

Age Limit: 18-27 years for direct recruits

iii) **ROOM ATTENDANT GRADE-II**

Direct Recruitment:

QUALIFICATION

- (a) Minimum Class XII pass from a recognised Board
- (b) Minimum 1 year Diploma Course in Housekeeping / 1½ years Apprenticeship Course under NCVT / NCHMCT
- (c) All Courses should be recognised by NCVT / NCHMCT
- (d) Minimum 2 years experience in same trade in hospitality service industry.

Age Limit: 18-27 years for direct recruits

iv) **HOUSE ATTENDANT GRADE-II**

Direct Recruitment:

QUALIFICATION

- (a) Minimum Class XII pass from a recognised Board
- (b) Certificate Course/ Craft Course / 1 year Diploma in relevant trade from a reputed institution.
- (c) Minimum 2 years experience in the hospitality service industry in the similar trade.

Age Limit: 18-27 years for direct recruits

3. **SELECTION PROCEDURE:**

Eligible candidates will have to appear in Written Test (100 marks) and Trade Test (50 marks). Only those candidates who qualify the Written Test will be allowed to appear in the Trade Test. The candidates will have to secure the minimum qualifying marks in Written and Trade Test. Selection will be made on the basis of the performance of the candidates in the Written Test and Trade Test. The minimum cut off percentage of marks is 50% for all categories of candidates." It may be relaxed as per requirement by the President's Secretariat.

4. On appointment, postings will be made anywhere in India particularly in Shimla, Delhi, Hyderabad and wherever the President's Establishment for the time being may be.

5. **HOW TO APPLY:**

i. Important dates:

Starting date for online registration: 1st August 2016.

Last date for online registration: 10th August 2016.

Printout of the application is to be sent by post to reach the President's Secretariat by 15th August 2016.

ii. Eligible candidates have to apply online through link provided inside the option 'Circulars for vacancies' available on the website <http://rashtrapatisachivalaya.gov.in> After submitting the form online with all the required documents uploaded online, a printout of the application duly signed has to be sent by post to reach the President's Secretariat by 15th August 2016.

iii. Applications, which are illegible, not conforming to the instructions contained in this advertisement or received after the last date will be summarily rejected.

iv. Candidates in Government service should upload the scanned certificate from employer online and the printout of the application should be sent to this Secretariat through proper channel only. No such application will be accepted 7 days after the last date specified for others. There should be separate forwarding letter for each application.

v. Candidates should send their printout of the application alongwith the documents/certificates related to required qualification and age in an envelope superscribing clearly the name of the post applied for on the cover of the envelope.

vi. Printout of the Applications duly signed and complete in all respects should be sent to: -

THE DEPUTY SECRETARY (Estt.)
PRESIDENT'S SECRETARIAT
RASHTRAPATI BHAVAN
NEW DELHI-110004

vii. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.

viii. All particulars (except Residential Address) furnished by the applicant will be treated as final and no change will be allowed therein later on.

ix. For candidates staying abroad and for those residing in Andaman & Nicobar Islands / Lakshadweep / Assam / Meghalaya / Arunachal Pradesh / Mizoram / Manipur / Nagaland / Tripura / Sikkim / Jammu & Kashmir and Spiti districts and Pangi Sub-division of Chamba District of Himachal Pradesh, the last date for receipt of printout by post only (not by Hand or by Courier) will be 7 days after the last date specified for others.

x. **AGE/QUALIFICATION/EXPERIENCE:**

Age/qualifications/experience will be reckoned as on 30th June 2016. Relaxation in age will be given to the candidates belonging to SC/ST/OBC/Ex-Serviceman as per Government of India norms.

- xi. Applicants should upload self-attested copies of the certificate in support of age (matriculation or equivalent examination certificate)/required qualification/experience/caste. The copy of matriculation or equivalent examination certificate should be attached as proof of date of birth. No other document will be accepted for this purpose.
- xii. Applications in case of Government Servants/those in service in Public Sector Undertakings, etc. should be accompanied by complete and up-to-date attested copies of Annual Confidential Reports for the last 05 years along with the required certificate regarding the applicant's integrity, etc.
- xiii. RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT FOR A POST OR POSTS: President's Secretariat reserves the right to cancel the programme of recruitment to any post(s) at any stage without any prior notice and without assigning any reason thereof.
- xiv. Candidates should clearly note that the President's Secretariat will in no case be responsible for non-receipt of the printout of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the President's Secretariat on or before the last prescribed date.
- xv. The advertisement can also be accessed through President's Secretariat website <http://rashtrapatisachivalaya.gov.in>
- xvi. In case of any technical problem regarding submission of online application, kindly contact on Telephone No.011-23015321 Extn. 4474 and 4447.



(J.G. Subramanian)

Deputy Secretary (Estt)

Phone: (011) 23015321 Extn. 4323