



O/o THE PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS  
(PENSIONS)

DRAUPADI GHAT, ALLAHABAD- 211014

Website: [www.pcdapension.nic.in](http://www.pcdapension.nic.in), E-mail: [cda-albd@nic.in](mailto:cda-albd@nic.in)

## NOTICE

### **Recruitment of Canteen Attendant at Principal Controller of Defence Accounts (Pensions), Allahabad (U.P.)**

Date for submission of application: 28/09/2019 to 28/10/2019

Last date for receipt of application: 28/10/2019

The Principal Controller of Defence Accounts (Pensions), Allahabad under Ministry of Defence is in the process of filling up vacant posts in the grade of Canteen Attendant, General Central Services, Group 'C', Non-Gazetted, Non-Ministerial, in Departmental Canteen of the office.

Name of the Post	Pay	Age as on closing date	SC	ST	OBC	UR	EWS	Total number of posts
CANTEEN ATTENDANT	Level - I as per 7 <sup>th</sup> CPC	18-25 years	02	01	03	06	01	13

**2. Pay Scale:**

2.1 Pay Band-1 (Rs5200-20200) + Grade Pay Rs 1800, (Revised Pay Scale after 7<sup>th</sup> CPC: Rs. 18000/- Pay Level in Pay Matrix–Level-1)

**3. Brief nature of duties:**

- (i) To prepare tea/coffee/juice etc for the users.
- (ii) To serve tea/coffee/biscuits etc in the official meetings.
- (iii) To provide regular room service to officers/staff.
- (iv) To collect the used cups/plates & utensils etc within the canteen premises after concluding of officials meetings and also from the rooms of officers.
- (v) To clean crockery/cutlery/utensils etc in three stages i.e. in running normal water, in hot detergent water and in potassium permanganate solution.
- (vi) To sweep and wash the floor area.
- (vii) Cleaning/ dusting table, chair and other furniture in canteen.
- (viii) Cleaning slabs and area where food is cooked.
- (ix) Any other additional duty allotted by in-charge of the canteen.

**Note:** The above list of duties is only illustrative and not exhaustive. The canteen in charge may add in the list, duties of similar nature, ordinarily performed by officials at this level.

**4. Educational qualification:**

4.1 Matriculation or equivalent from any recognized institute/board/ organization.

**Note:** - Candidate, who has not acquired the minimum qualification as on the last date of closing of application form, need not apply.

**5. Age limit:**

5.1 18 years to 25 years (as on 28.10.2019) i.e. the closing date for receipt of application.

**Note:-** Candidates should note that Date of Birth as mentioned in the Matriculation/Secondary Examination Certificate or/and equivalent **certificate available on the date of submission of application will only be accepted for determining the Age-eligibility.**

5.2 Permissible relaxation in upper age limit for different category is as under:-

Category	Age relaxation permissible beyond the upper age limit.
SC/ST	5 Years
OBC	3 Years
PwD (Unreserved)	10 Years
PwD (OBC)	13 Years (10Yrs +3Yrs)
PwD (SC/ST)	15 Years (10Yrs+5Yrs)
ESM	03 Years after deduction of the military service rendered from the actual age as on closing date of receipt of application.
Other Category	As per extant Govt. order.

**6 Reservation:**

6.1 Reservation for the Scheduled Castes (SC)/ Scheduled Tribes (ST)/Other Backward Classes (OBC) /Ex-servicemen (ESM)/ Persons with Disabilities (PwD)/ Economically Weaker Sections (EWS) etc. categories will be as per extant Govt. Orders.

6.2 Reservation for SC/ST/OBC/EWS/ESM/PwD categories is available as per extant government order. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, EWS, ESM & PwD candidates who will thus comprise SC, ST, OBC, EWS, ESM & PwD who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for the appointment even by relaxed standards viz. age limit etc. Reservations for ESM & PwD fall under the category of Horizontal Reservation which cut across vertical reservation. The candidates selected against PwD & ESM quota have to be placed in the appropriate category of UR/SC/ST/OBC/EWS as the case may be.

**7 Permissible disabilities for Persons with Disabilities (PwD) candidates:**

Designation	Physical Requirement	Categories of Disabled suitable for Jobs ***	Nature of Job	Working Condition/Remarks
Canteen Attendant	S, ST, BN, MF, L, SE, H, RW	OL, LV, HH	Cooking, Cleaning, cutting and preserving materials for cooking. Procurement of things like vegetables, oil etc, Cleaning vessels, stove,. Keeping and maintaining records.	The work is performed mostly inside. Occasional field work is involved. He usually works alone. Incumbent should be functionally able to complete the assigned task efficiently with aids and appliances, whenever necessary.

**\*\*\* As per Ministry of Social Justice & Empowerment Notification No. 16-15/2010-DD.III Dated 29.07.2013**

Candidates must satisfy that they are agreeable to perform the duties as indicated above in case of selection.

(Abbreviations used: S-Sitting, ST-Standing, BN-Bending, MF-Manipulation by Fingers, L-Lifting, SE-Seeing, H-Hearing, RW-Reading & Writing, OL-One Leg, LV-Low Vision, HH-Hearing Impaired)

**8. Nationality/ Citizenship:**

**8.1** A candidate must be either:(a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India, before the 1<sup>st</sup> January,1962, with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania(Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after, the necessary eligibility certificate has been issued to him/ her by the Government of India.

- 9.** Photocopy of the following documents / certificates to be attached along with application duly attested (self-attested).
- Matriculation or equivalent certificate.

- b. Mark sheet of educational qualification (Matriculation or equivalent).
- c. SC /ST / OBC/EWS/PH certificate.
- d. 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 at the time of verification of documents.

**10. Mode and Method of Selection:** Suitable screening/Selection/Examination method will be followed.

**11. Document verification:-**

(I) All provisionally selected applicants will be called for Document Verification . All documents pertaining to age, education, identity, address , category, caste certificate etc are required to be produced in original at the time of document verification and will be scrutinized and verified prior to provisional appointment as per extant DOP&T policy. Date and venue of document verification will be intimated by speed post or on their registered email (if mentioned in application form) .

(II) Candidates have to bring two passport size recent colour photographs , Admit Card issued for the post of Canteen Attendant and one original Photo ID Proof while appearing for the Document Verification. Photo ID Proof can be: (a) Aadhaar Card/ Printout of E-Aadhaar. (b) Voter ID Card. (c) PAN Card. (d) Passport. (e) Driving License. (f) Government School/ College ID Card. (g) Employer ID (Govt./ PSU) (h) Candidates will have to submit copies of various documents like: Matriculation/ Secondary Certificate, Educational Qualification Certificate. (i) Caste/ Category Certificate, if belongs to reserved categories (j) Persons with Disabilities Certificate in the required format, if applicable.

**12. Court jurisdiction:**

**12.1** Any dispute regard to the recruitment will be subject to court/tribunal located at ALLAHABAD having jurisdiction over the office where the candidate has submitted his/her application.

**13. Appointing Authority decision Final.**

**13.1** The decision of the appointing authority in all matters relating to eligibility, acceptance/rejection of the application, mode of selection, conduct of examination, preparation of merit list, debarment for indulging in malpractices will be final binding on candidates and no enquiry/correspondence will be entertained in this regard.

**13.2** The recruitment process can be cancelled /postponed/suspended/terminated without any prior notice assigning any reason at any stage.

**13.3** The employer has the right to cancel or modify this notification without assigning any reason thereof.

**14. Important Instructions to Candidates.**

**14.1** Before applying, candidates are advised to go through the instructions given in the Notice of examination (available on [www.pcdapension.nic.in](http://www.pcdapension.nic.in)) very carefully.

- 14.2** Candidates will forward applications property sealed in an envelope to, Principal Controller of Defence Accounts (Pensions), Draupadighat, Allahabad -211014, through Speed Post/Registered dak. Candidates are requested to superscribe the words "**Application for the post of Canteen Attendant** " on the top of the Envelope while sending the application form.  
Dates for submission of applications: 28.09.2019 to 28.10.2019.

The Candidates must write his/her name and date of birth strictly as recorded in the Matriculation/Secondary Certificate. If any variation in the name and date of birth is observed at the time of document verification, his/her candidature will be cancelled.

**Note:- 1. Application will not be received by Hand.**

**2. Candidate must fill up Application Form in Capital letters only and a gap must be given between two words.**

**3. Date of Birth in boxes must be written as DD-MM-YYYY format.**

- 14.3** The eligibility with respect to age, educational qualification, experience etc will be determined as on date of closing. No relaxation in age limit will be permitted unless the Category is filled approximately at the relevant column in the application form.
- 14.4** Candidates seeking reservation benefits available for SC/ST/OBC/PwD/EWS must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice. They should also be in possession of the certificates in the prescribed format in support of their claim. Candidates are cautioned that they will be debarred from the examination conducted by the Department in case they fraudulently claim SC/ ST/ OBC/ PwD/ ESM/ EWS status.
- 14.5** The Candidates must write their father's name and mother's name strictly as given in the Matriculation/Secondary Certificate otherwise their candidature may be cancelled at the time of document verification or as and when it comes into the notice of the appointing authority.  
Note:
- 14.6** Application with incomplete, blurred/illegible Photograph/Signature will be rejected summarily.

**NOTE:-** Candidates are advised to visit PCDA (Pension) website i.e. [www.pcdapension.nic.in](http://www.pcdapension.nic.in) regularly for update and information about examination etc.



(S. K. SINGH, IDAS)  
Addl. Controller

Government of India  
Ministry of Defence (Finance)  
(Defence Accounts Department)

**APPLICATION FORM**

(For the post of 'Canteen Attendant in the Departmental Canteen of PCDA (Pension), Allahabad)

**Note:** Application form must be filled in Block letters in your own handwriting using black/blue ball point pen only and gap must be given between two words.

1. Full Name (Sh./Smt./Km)

2. Father's Name

3. Mother's Name

4. Date of Birth (In DD-MM-YYYY)

5. Category i.e. UR  SC  ST  OBC  EWS  ESM  PwD   
(Please tick (✓) appropriate box and attach certificate where applicable)

6. Nationality

7. Gender (Please tick (✓) appropriate boxes) MALE  FEMALE  OTHER

8. Correspondence Address

9. Permanent Address

10. Telephone No./Mobile No.

11. Email

**12. Academic Qualification**

Sl.No.	Educational Qualification/Diploma	Year	Name of the Board/University/Institution	Subject
1.				
2.				
3.				
4.				

13. Work Experience (if any): \_\_\_\_\_

**DECLARATION**

I DECLARE THAT ALL THE STATEMENT MADE BY ME IN THE APPLICATION ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF KNOWLEDGE AND BELIEF. I HAVE NOT SUPPRESSED ANY INFORMATION. I UNDERSTAND AND AGREE THAT IN THE EVENT OF ANY INFORMATION BEING FOUND FALSE OR INCORRECT OR INCOMPLETE OR INELIGIBILITY BEING DETECTED AT ANY POINT IN TIME BEFORE OR AFTER SELECTION MY CANDIDATURE IS LIABLE TO BE REJECTED. I SHALL BE BOUND BY THE DECISION OF THE APPOINTING AUTHORITY.

PLACE:  
DATE:

SIGNATURE OF THE CANDIDATE

Self attested Passport size photograph to be affixed here (Not older than 03 months)

**ANNEXURE-I**

CERTIFICATE FOR SERVING DEFENCE PERSONNEL

I hereby certify that, according to the information available with me (No.)  
\_\_\_\_\_ (Rank) \_\_\_\_\_ (Name) \_\_\_\_\_ is  
due to complete the specified term of his engagement with the Armed Forces on the  
(Date) \_\_\_\_\_.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

**UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN**

I ....., bearing Roll No....., appearing for the Document Verification of the ..... Examination, 20....., do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) on regular basis after availing of the benefits of reservation given to ex- serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as .....on..... in the office of ..... Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature: .....  
Name: .....  
Roll Number: .....  
Date: .....  
Date of appointment in Armed Forces: .....  
Date of Discharge: .....  
Last Unit/ Corps: .....  
Mobile Number: .....  
Email ID: .....



**FORMAT FOR SC/ ST CERTIFICATE**

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/ her claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

*(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)*

This is to certify that Shri/Shrimati/Kumari\* \_\_\_\_\_

\_\_\_\_\_ of

son/daughter of \_\_\_\_\_ of  
village/town\* \_\_\_\_\_ in District/Division \* \_\_\_\_\_ of the  
State/ Union Territory\* \_\_\_\_\_

belongs to the Caste/Tribes \_\_\_\_\_ which is recognized as a Scheduled  
Castes/ Scheduled Tribes\* under:-

The Constitution (Scheduled Castes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Tribes) order, 1950 \_\_\_\_\_

The Constitution (Scheduled Castes) Union Territories order, 1951\* \_\_\_\_\_

The Constitution (Scheduled Tribes) Union Territories Order, 1951\* \_\_\_\_\_

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 \_\_\_\_\_

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976\*

The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.

The Constitution (Pondicherry) Scheduled Castes Order 1964@

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@

The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@

The Constitution (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance 1996@

The Scheduled Caste and Scheduled Tribe Orders (Amendment ) Act 2002@

The Constitution (Scheduled Caste) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/ Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati\_\_\_\_\_Father/mother of Shri/Srimati/Kumari\*\_\_\_\_\_of

village/town\*\_\_\_\_\_in District/Division\*\_\_\_\_\_of the

State/Union Territory\*\_\_\_\_\_ who belong to the

\_\_\_\_\_Caste/ Tribe which is recognized as a Scheduled Caste/ Scheduled Tribe in the State/Union Territory\* issued by the\_\_\_\_\_dated\_\_\_\_\_.

%3. Shri/Shrimati/Kumari and /or \* his/ her family ordinarily reside(s)

In village/town\*\_\_\_\_\_ of \_\_\_\_\_

District/Division\* \_\_\_\_\_of the State/Union Territory of

Signature\_\_\_\_\_

\*\* Designation\_\_\_\_\_

(with seal of office)

Place\_\_\_\_\_

Date\_\_\_\_\_

\* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

**NOTE:** The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Caste/ Tribe Certificates:**

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Dy. Collector/ Ist Class Stipendiary Magistrate/ Sub- Divisional Magistrate/ Extra-Assistant Commissioner/ Taluka Magistrate/ Executive Magistrate.

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

**NOTE:** ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

**ANNEXURE-IV**

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kumari\_\_\_\_\_son/daughter of\_\_\_\_\_  
\_\_\_\_\_of village/ town \_\_\_\_\_

in District/Division \_\_\_\_\_

\_\_\_\_\_ belongs to the \_\_\_\_\_  
Community which is recognized as a backward class under the Government of India,  
Ministry of Social Justice and Empowerments Resolution No, \_\_\_\_\_  
\_\_\_\_\_ dated \_\_\_\_\_\*. Shri/Smt./Kumari  
\_\_\_\_\_ and/or his/her family ordinarily reside(s) in the  
\_\_\_\_\_ District/ Division of the \_\_\_\_\_  
State/Union Territory. This is also to certify that he/she does not belong to the  
persons/ sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the  
Government of India, Department of Personnel & Training O.M. No. 36012/22/93- Estt  
(SCT) dated 8.9.1993\*\*.

District Magistrate

Deputy Commissioner etc.

Dated:

Seal:

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\* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**ANNEXURE-V**

**(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)**

**(Name and Address of the Medical Authority issuing the Certificate)**

Recent passport size attested photograph (showing face only) of the person with disability

Certificate No \_\_\_\_\_ Date: \_\_\_\_\_

This is to certify that I have carefully examined Shri/Smt./Kum. \_\_\_\_\_ son/wife/ daughter of Shri \_\_\_\_\_ Date of Birth (DD/MM/YY) \_\_\_\_\_ Age \_\_\_\_\_ years, male/female- \_\_\_\_\_ registration No. \_\_\_\_\_ permanent resident of House No. \_\_\_\_\_ Ward/Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ State, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is \_\_\_\_\_

(C) he/she has \_\_\_\_\_ % (in figure) \_\_\_\_\_ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her \_\_\_\_\_ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate	

(Signature and Seal of Authorized Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued