

कार्यालय आयुक्त
केन्द्रीय वस्तु एवं सेवाकर एवं केन्द्रीय उत्पाद शुल्क
117/07, सर्वोदय नगर कानपुर-208005

रिक्ति सूचना

पत्रांक सं. II(39)04/Est./Recruitment of canteen staff/2024

आयुक्त, केन्द्रीय वस्तु एवं सेवाकर तथा केन्द्रीय उत्पाद शुल्क, कानपुर कार्यालय में स्थित विभागीय कैन्टीन में प्रबंधक 01 पद, सहायक प्रबंधक 01 पद, हलवाई 02 पद एवं क्लर्क 01 पद रिक्त पदों पर सीधी भर्ती हेतु विज्ञापन दिनांक 17.06.2024 को प्रकाशित किया गया था | आवेदन प्राप्त करने की अंतिम तिथि 04.07.2024 को दिनांक 03.10.2024 तक विस्तारित किया जाता है | विस्तृत सूचना एवं रिक्त पदों का विवरण अधिकारिक वेबसाइट ccolkozone.gov.in पर 'नोटिस बोर्ड' शीर्षक से डाउनलोड कर सकते हैं। यह कार्यालय बिना कोई कारण बताए उक्त भर्ती अधिसूचना को अस्वीकार करने का पूर्ण अधिकार रखता है।

ह०
(प्रदीप सिंह सेंगर)
अपर आयुक्त

**Office of the Commissioner
Central Goods and Service Tax & Central Excise
117/7, Sarvodaya Nagar, Kanpur -208005**

RECRUITMENT NOTICE

File No. II(39)04/Estt./Recruitment of canteen staff/2024

Advertisement for direct recruitment to the vacant posts of 01 post of Manager, 01 post of Assistant Manager, 02 posts of Halwai and 01 post of Clerk in the Departmental Canteen located in the office of Commissioner, Central Goods and Service Tax and Central Excise, Kanpur was published on 17.06.2024. The last date for receipt of applications is extended from 04.07.2024 to 03.10.2024. Detailed information and details of vacancies can be downloaded from the official website ccolkozone.gov.in under the heading 'Notice Board'. This office reserves all rights to reject the said recruitment notice without assigning any reason.

Sd/
(PRADEEP SINGH SENGAR)
ADDITIONAL COMMISSIONER

APPLICATION FORM

POST APPLIED FOR _____ :

Affix self-attested
recent passport
size photograph
here.

1. FULL NAME (IN BLOCK LETTERS) :
2. FATHER'S/HUSBAND'S NAME :
3. PERMANENT ADDRESS :
4. MOBILE No. & EMAIL ID :
5. CORRESPONDENCE ADDRESS :
6. DATE OF BIRTH (dd/mm/yyyy) :
7. AGE AS ON 17.06.2024 : _____ Years & _____ Months
8. WHETHER SC/ST (If yes,
please attach documents proof) :
9. NATIONALITY :

10. (a) EDUCATIONAL QUALIFICATION IN CHRONOLOGICAL ORDER BEGINNING FROM SSC (10TH ONWARD) SELF ATTESTED PHOTOCOPIES ARE TO BE FURNISHED :

NAME OF THE EXAMINATION PASSED	YEAR OF PASSING	NAME OF THE BOARD/ UNIVERSITY	SUBJECT STUDIED	% OF MARKS OBTAINED

(b) PROFESSIONAL/TECHNICAL QUALIFICATION (IF ANY) :
(SELF ATTESTED PHOTOCOPY OF THE DEGREE/DIPLOMA IS TO BE FURNISHED)

Signature of the Applicant

11. WORK EXPERIENCE IN CHRONOLOGICAL ORDER, STARTING WITH THE FIRST JOB :

NAME AND ADDRESS OF EMPLOYER	PERIOD OF SERVICE		DESIGNATION OF POST & SCALE OF PAY	TOTAL LENGTH OF SERVICE (IN MONTHS)	NATURE OF WORK
	FROM	TO			

12. WHETHER PRESENTLY IN ANY JOB, IF YES, :
THEN PROVIDE THE DETAIL OF THE ORGANISATION

13. WHETHER PERMANENT/TEMPORARY/AD-HOC IN THE PRESENT JOB :

14. ANY OTHER RELEVANT INFORMATION :

DECLARATION & CERTIFICATE

I hereby declare and certify that all the statements made in this application are true and correct to the best of my knowledge and belief. If any of the particulars / information furnished by me are found to be incorrect or suppressed, my candidature shall liable to be rejected at any stage i.e. during or after selection process. Further, I understand that this position is purely temporary and if it is found after my appointment that the particulars furnished by me are incorrect or suppressed, my services shall liable to be terminated without any notice to me. I hereby furnish following documents (self attested) alongwith this application:

- 1.All Educational marksheet & certificates
- 2.Work experience Certificate
3. Adhaar Card
4. Cast Certificate if belong to SC/ST

PLACE :

SIGNATURE OF THE APPLICANT :

DATE :

NAME :

Note : The name of the Applied Post be clearly mentioned at the top of the envelope of Registered/Speed Post.

ANNEXURE-A

QUALIFICATION/ELIGIBILITY FOR CANTEEN STAFF

S. No	Name of Posts	No. of Vacancy and Pay Level	Category	Age limit for direct recruits	Educational and other qualification required for direct recruits
01.	Manager cum Accountant (Dy. GM)	01 Post in Level – 6 (35400 – 112400) in the pay matrix	UR	30 Years (Relaxable for Government Servants upto five years in accordance with the instructions or orders issued in this regard by the Central Government)	(i) Bechelor's Degree in Commerce or Business Studies or Economics or Public Administration from a recongnised University or Institute ; (ii) Two years experience in accounts works in any Government office or public sector undertaking or autonomous or statutory organization.
02.	Assistant Manager Cum store Keeper	01 Post in Pay Band-1 Rs. 5200-20200 plus Grade Pay of Rs. 2400/- or Pay level-4	UR	Between 18-25 years (Relaxable for Government servants in accordance with the instructions or orders issued by the Central Government time to time)	(a) Bachelor in Commerce from a recognized university or Graduate in any discipline from a recognized University with one year Diploma in Book Keeping or Store Keeping from a recognized institute (b) Three years experience in a Government Department or Undertaking in handling Stores or Accounts.
03.	Halwai-Cum Cook	02 Post in Pay Band-1 Rs. 5200-20200 plus Grade Pay of Rs. 2000/- or Pay level-3	UR	Between 18-25 years (Relaxable for Government servants upto the age of 40 years in accordance with the orders issued by the Central Government)	(a) 10 th class pass with certificate or diploma in catering ; (b) Experience two years in a Government Department Undertaking. (c) A Trade Skill Test for cooking shall be conducted to assess suitability of the candidate
04.	Clerk/Reserve Clerk	01 Post in Pay Band-1 Rs. 5200-20200 plus Grade Pay of Rs. 1900/- or Pay level-2	UR	Between 18-25 years (Relaxable for Government servants upto the age of 40 years in accordance with the instructions or orders issued by the Central Government from time to time)	(a) 12 th class pass or equivalent with commerce from a recongnized university or Board. (b) A typing Speed of 35 wpm in English or 30 wpm in Hindi on Computer (35 words per minute in English or 30 words per minute in Hindi correspond to10500 Key Depression per Hour or 9000 Key Depression per Hour on an average of 5 Key Depressions for each word)