

कार्यालय आयुक्त  
OFFICE OF THE COMMISSIONER  
केंद्रीय वस्तु एवं सेवाकर तथा केन्द्रीय उत्पाद शुल्क,  
CENTRAL GOODS AND SERVICE TAX & CENTRAL EXCISE,  
117/7, सर्वोदय नगर, कानपुर -208005  
117/7, SARVODAYA NAGAR, KANPUR-208005

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

## रिक्ति अधिसूचना

सर्वसाधारण को सूचित किया जाता है कि आयुक्त, केन्द्रीय वस्तु एवं सेवाकर तथा केन्द्रीय उत्पाद शुल्क, कानपुर कार्यालय में स्थित विभागीय कैंटीन में प्रबंधक 01 पद, सहायक प्रबंधक 01 पद, हलवाई 02 पद एवं क्लर्क 01 पद के नियमित पदों पर पत्र सं. 12018/08/2016-Admn.III B दिनांक 11.09.2023 एवं 12018/14/2013-Admn.III B दिनांक 31.03.2015 के अंतर्गत जारी भर्ती नियम के अनुसार सीधी भर्ती हेतु इच्छुक अभ्यर्थियों से आवेदन पत्र आमंत्रित किये जाते हैं। विस्तृत विज्ञप्ति (योग्यता/आवेदन पत्र/दिशानिर्देश) विभागीय वेबसाइट [ccolkozone.gov.in](http://ccolkozone.gov.in) के 'नोटिस बोर्ड' शीर्षक के अंतर्गत उपलब्ध है। आवेदन पत्र निर्धारित प्रारूप में भरकर समस्त संलग्नकों सहित आयुक्त, केन्द्रीय वस्तु एवं सेवाकर तथा केन्द्रीय उत्पाद शुल्क, 117/7, सर्वोदय नगर, कानपुर कार्यालय में पंजीकृत/स्पीड पोस्ट के माध्यम से दिनांक 04.07.2024 को सांय 05.00 बजे तक भेजे जा सकते हैं। अंतिम समय सीमा के बाद प्राप्त आवेदन पत्र स्वीकार नहीं किये जायेंगे। इस कार्यालय को पूर्णतः अधिकार होगा कि वह बिना कोई कारण बताये उक्त रिक्ति अधिसूचना को निरस्त कर सकता है।

(प्रदीप सिंह सेंगर)  
अपर आयुक्त (का./सत.)

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

**RECRUITMENT NOTICE**

The office of the Commissioner, CGST & Central Excise, Kanpur invites the Application from interested candidates for filling up the regular vacancies in the Departmental Canteen in the grades of Manager 01 post, Assistant Manager 01 post, Halwai 02 post and Clerk 01 post in terms of Recruitment Rules issued under F.No. 12018/08/2016-Admn.IIIB dated 11.09.2023 and 12018/14/2013-Admn.IIIB dated 31.03.2015. The detailed information (qualification/application form/instructions) are available in the official website [ccolkozone.gov.in](http://ccolkozone.gov.in) under the title of 'NOTICE BOARD'. The duly filled Application Form may be submitted to the Commissioner, CGST & C.Ex.,117/7, Sarvodaya Nagar, Kanpur-208005 in prescribed format along with all documents through Registered/Speed Post till 04.07. 2024 at 05.00 P.M. The Applications received after the due date and time will not be entertained by this office. This office reserves all rights to reject the said recruitment notice without assigning any reason.

(PRADEEP SINGH SENGAR)  
ADDITIONAL COMMISSIONER (P&V)

**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 (10<sup>TH</sup> 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 marksheets & 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) Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration from a recognised 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 <sup>th</sup> 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 <sup>th</sup> class pass or equivalent with commerce from a recognized 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 to 10500 Key Depression per Hour or 9000 Key Depression per Hour on an average of 5 Key Depressions for each word)