

PRESIDENT'S SECRETARIAT
(Establishment Section)

No.A-33011/23/08-Estt

06 February 2017

C I R C U L A R

Online applications are invited from the eligible Indian citizens for filling up the following vacancies by direct recruitment in the Household Establishment of the President's Secretariat, Rashtrapati Bhavan, New Delhi: -

Sl. No.	Name of Post	Level & Cell in the Pay Matrix	Number of vacancies	UR	Posts reserved for		
					SC 15%	ST 7.5%	OBC 27%
1.	Assistant Halwai	Level: 2 (Cell: 1)	1	1	0	0	0
2.	Sports Attendant	Level: 1 (Cell: 1)	2	2	0	0	0
		Total	3*	3	0	0	0

* No. of vacancies are likely to increase or decrease.

2. **METHOD OF RECRUITMENT AND QUALIFICATION**

i) **ASSISTANT HALWAI**

Direct Recruitment:

QUALIFICATION

Essential: Matriculation and knowledge of preparation of Indian Sweets and Snacks.

Desirable: Trade Course from a recognised institution.

Age Limit: 18-35 years for direct recruits.

ii) **SPORTS ATTENDANT**

Direct Recruitment:

QUALIFICATION

1. 12th Pass **with**
2. Certificate of Participation at the State / National Level in any Sports / Games

Or

2 years experience in sports facilitation (As helper in preparation, maintenance of ground etc.) at Government Organisation / Institution.

Age Limit: 18-27 years for direct recruits.

3. Duties of Assistant Halwai and Sports Attendant : As per Appendix-I

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: 20th February 2017 at 10.00 am.

Last date for online registration: 7th March 2017 at 6.00 pm.

Date of Examination & Selection Procedure:

The applicants will be informed about the date of Written Examination and selection procedure details after 7 days of closing date for receipt of applications through President's Secretariat web link <http://rashtrapatisachivalaya.gov.in>.

- 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, a printout of the application duly signed has to be retained by the candidates for future reference. The details regarding the vacancies, experience, conditions etc. required are available at above said website link.
- iii. Candidates already in Government service and those in Public Sector Undertakings etc. should obtain following Certificate from their Head of the Department and submit the same in the event of their selection:

CERTIFICATE

(in case of Government Servants and those in Public Sector Undertakings etc.)

1. It is certified that the particulars furnished by the applicant are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His/her integrity is certified.
4. It is certified that no minor/major penalties have been imposed on the applicant during the last 10 years.
5. Copies of Annual Confidential Report for the last 5 years are enclosed.
6. It is certified that in the event of selection, the officer will be relieved of his/her duties immediately and he/she shall not be allowed to withdraw the candidature.
7. It is certified that the Department has no objection if the applicant is absorbed in President's Secretariat after the completion of the initial period of deputation, if found suitable.

PLACE:

DATE:

Signature of the forwarding authority

Name _____

Designation _____

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- iv. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
 - v. All particulars (except Residential Address) furnished by the applicant will be treated as final and no change will be allowed therein later on.
 - vi. AGE/QUALIFICATION/EXPERIENCE:
Age/qualifications/experience will be reckoned as date of closer of receipt of online applications.
Relaxation in age will be given to the candidates belonging to SC/ST/OBC/Ex-Serviceman as per Government of India norms.
 - vii. 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.
 - viii. In case of any technical problem regarding submission of online application, kindly contact on Telephone No.011-23015321 Extn. 4474 during working hours (9.30 am to 5.30 pm) on working days only.



(Rubina Chauhan)

Under Secretary (Estt)

Phone: (011) 23015321 Extn. 4323

Appendix-I

DUTIES OF ASSISTANT HALWAI

1. Preparation of Indian sweets, delicacies and snacks.
2. Other work as may be assigned by Chief Baker/ SO(H)/CPH.

DUTIES OF SPORTS ATTENDANT

1. Preparation of Courts.
2. Act as ball pickers.
3. Any other duty as may be assigned by Coach/Tennis Markers.