

**Indian Audit & Accounts Department**  
**OFFICE OF THE COMPTROLLER AND AUDITOR GENERAL OF INDIA,**  
 9, DEEN DAYAL UPADHYAY MARG, NEW DELHI-100124

**(Nodal Office: Office of Pr. Accountant General (Audit), Himachal Pradesh, Shimla-3)**

File No.: Admn/Audit/Recruitment\_Canteen Attendant/2024-25

Dated: 11.11.2024

**'Detailed Recruitment Notice'**

Applications are invited from Indian Nationals for filling up the post of '**Canteen Attendant**' by direct recruitment method in the Departmental Canteens/Tiffin Rooms of Indian Audit and Accounts Department (IA&AD) in the prescribed format with requisite details and with supporting documents:

**1. Details of posts:**

| Sl. No.                | Name of office (O/o the)           | Post              | Classification  | Pay Level                                   | Vacancies    |           |           |           |           |             | Total     |
|------------------------|------------------------------------|-------------------|---|---|--------------|-----------|-----------|-----------|-----------|-------------|-----------|
|                        |                                    |                   |   |   | Unservd (UR) | SC        | ST        | OBC       | EWS       | PwBD        |           |
| 1.                     | Pr. AG (Audit) Punjab, Chandigarh  | Canteen Attendant | General Central Service, Group-'C', Non-Gazetted, Non-Ministerial | Level-1 (Rs.18000 -56900) in the Pay Matrix | 03           | 01        | 01        | 02        | 01        | (01)        | <b>08</b> |
| 2.                     | AG (A&E) Punjab, Chandigarh        |                   |   |   | 02           | --        | --        | 03        | 01        | (01)        | <b>06</b> |
| 3.                     | Pr. AG (Audit) Haryana, Chandigarh |                   |   |   | 05           | --        | --        | 01        | --        | --          | <b>06</b> |
| 4.                     | Pr. AG (A&E) Haryana, Chandigarh   |                   |   |   | 02           | --        | --        | 03        | 01        | (01)        | <b>06</b> |
| 5.                     | Pr. AG (Audit), J&K, Srinagar      |                   |   |   | 02           | 01        | --        | 01        | --        | (01)        | <b>04</b> |
| 6.                     | Pr. AG (A&E) J&K, Srinagar         |                   |   |   | 04           | 01        | --        | 02        | --        | (01)        | <b>07</b> |
| 7.                     | NAAA, Shimla                       |                   |   |   | 03           | --        | --        | 01        | --        | (01)        | <b>04</b> |
| 8.                     | Pr. AG (Audit) HP, Shimla          |                   |   |   | 05           | 01        | --        | 02        | --        | (01)        | <b>08</b> |
|                        | (a) Type-'B' GC canteen            | 03                | --  | --  | 01           | --        | (01)      | <b>04</b> |           |             |           |
|                        | (b) Type-'D' RB canteen            |                   |   |   |              |           |           |           |           |             |           |
| <b>Total Vacancies</b> |                                    |                   |   |   | <b>29</b>    | <b>04</b> | <b>01</b> | <b>16</b> | <b>03</b> | <b>(08)</b> | <b>53</b> |

**2. Educational qualification: (Essential):** 10<sup>th</sup> Class pass or equivalent from a recognized Board.

**3. Age limit:** 18 to 25 years.

- a) Relaxable for Government Servants and for reserved categories in accordance with the instructions or orders issued by the Central Government from time to time.
- b) The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates.
- c) As per the orders of Comptroller and Auditor General of India, Outsourced staff, who have been engaged earlier for consecutive two years in any of the offices of IA&AD will also be eligible for age relaxation to the extent of period of their engagement as Outsourced staff up to a limit of 40 years. This relaxation would be over and above the relaxation admissible to the SC/ST/OBC/EWS/PwBD/EXSM candidates.

- d) The nature of disabilities which are considered for the candidates with Benchmark disabilities are as under:
- i. Blindness and low vision
  - ii. Deaf and hard of hearing
  - iii. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
  - iv. Autism, intellectual disability, specific learning disability and mental illness
  - v. Multiple disabilities from amongst persons under Clauses (i) to (iv) including deaf-blindness in the posts identified for each disability.
- e) The age relaxation for reserved category applicants is admissible only in the case of vacancies being reserved for such categories. The reserved category applicants, who apply against unreserved vacancies, will get age relaxation to the extent it is available to UR category candidates.

**4. Probation period:** 2 (two) years.

**5. Duties and responsibilities of the post:**

- (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 the Officers/ Staff;
- (iv) To collect the used cups/ plates & utensils etc. within the canteen premises, after concluding of official meetings and also from the rooms of Senior 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 canteens;
- (viii) Cleaning slabs and area where food is cooked, and
- (ix) Any other additional duty allotted by the In-Charge of the Canteen.

**6. Method of receiving application:** The application in prescribed format will be received Online within 30 days from the date of notification. Any other mode will not be accepted.

**7. How to apply:** Online application form regarding eligibility criteria, documents required, Application Format and instruction to the candidates, will be made available on official website of the office of Principal Accountant General (Audit), Himachal Pradesh, Shimla. Candidates are required to fill up the application form online following the instructions contained therein along with all necessary documents (duly self-attested).

**8. Last date:**

- a. Online application in prescribed online form will be received within 30 days from the date of publication of the recruitment notice in Employment News.
- b. Applications received after this period will not be considered under any circumstances and no correspondence in this regard will be entertained.
- c. All candidates, whether already in Government service, Government owned industrial undertakings or other similar organizations should submit their applications with a 'NO OBJECTION CERTIFICATE' from their employer to the effect that the Employer has no objection to the candidate being considered for appointment to a post in offices of the Comptroller and Auditor General of India, New Delhi. Failure to produce such a certificate will lead to rejection of the candidature summarily by the system itself.

**9. Application Fee:** Each application should be accompanied by a fee as under:

| <i>Category</i>                                   | <i>Fee payable</i>                    |
|---|---------------------------------------|
| SC/ST/OBC/PwBD/EWS/Ex-Servicemen/Female candidate | Nil                                   |
| All others  | Rs. 300/- (Rupees three hundred only) |

**10. Mode of payment:** The fee shall be payable directly into the account of the concerned nodal office online mode through link provided on the portal/website of the concerned office. Application Fee, once paid will not be refunded under any circumstances.

**11. Experience:**

- Preference would be given to previous work experience in the offices of IA&AD for not less than a period of two consequent years (at least 100 days in each year).
- Work experience will be considered only when it is issued by the respective outsourced agency and duly certified by the authorized signatory of the concerned offices of IA&AD with naming seal/stamp.
- The candidates, who are having relevant work experience in Certified Canteens of any offices/ department of Central/State Government and Public Sector Undertaking (PSUs) will also be given preference on submission of duly certified experience certificate by the authorized signatory with date and naming seal/stamp.
- Such certification must have been issued not earlier than 3 months prior to this advertisement notice.
- Such certification furnished by the applicant will be subject to further verification before and after the appointment for its authenticity and validity.
- In case character & antecedents of the candidate is found not verified or any false information is given by the candidate in his/her self-declaration, provisional appointment letter will be cancelled forthwith and other criminal/legal action will be taken, as a consequence.

**12. Scheme of Examination:** The Written Test will be conducted on Computer Based Test (CBT) centrally in each region and will be objective type based on syllabus of 10<sup>th</sup> level public examinations. It will consist of one paper of 100 marks carrying equal marks for each question and duration of 2 hours and will contain questions on the following subjects:

| Sl. No       | Subject/Topic   | Number of questions |
|--------------|---|---------------------|
| 1.           | General Awareness   | 10                  |
| 2.           | General Intelligence  | 10                  |
| 3.           | Elementary Mathematics  | 25                  |
| 4.           | General English   | 10                  |
| 5.           | General Hindi/Regional Language   | 10                  |
| 6.           | Cooking, Etiquette, maintenance of hygiene and cleanliness (based on prescribed duties) | 35                  |
| <b>Total</b> |   | <b>100</b>          |

(No negative marking for wrong answers)

Apart from Hindi, the language paper will also be available in 13 optional regional languages viz. (i) Assamese, (ii) Bengal, (iii) Gujarati, (iv) Kannada, (v) Konkani, (vi) Malayalam, (vii) Manipuri (Metei or Meithei), (viii) Marathi, (ix) Odia (Oriya), (x) Punjabi, (xi) Tamil, (xii) Telugu, and (xiii) Urdu.

**13. Selection of candidate:** Merit list will be prepared based on marks obtained in 10<sup>th</sup> Class, Written Test and Work experience.

**14. Shortlisting:** The department, if considered necessary, may adopt a system of short-listing during the selection process of candidates.

**15. Screening of the Applications:** In case, large number of applications are received, the department reserves the right to screen applications on basis of percentage of marks obtained in exam of essential qualification so as to reduce the number of applicants called for written test. Merely fulfilling the basic criteria does not entitle an individual to be called for written test wherever applicable. Candidates would be intimated separately for appearing in examination. Only candidates who are required to appear for exam would be intimated about the same.

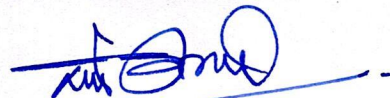
**16. Documents required:** Self attested copies of the following documents/certificates is to be attached along with the prescribed Application form:

- a) Matriculation or equivalent certificate.
- b) Mark-sheet of educational qualification (Matriculation or equivalent).
- c) SC/ST/OBC/EWS/PwBD/EXSM Certificate.
- d) Experience Certificate as prescribed at Para-11 (b) to (c) of this advertisement.
- e) NOC from the present employer in case of Government Servant (original certificate should not be sent with the application but should be produced only at the time of verification of document).
- f) A valid Income Certificate issued by the concerned District Magistrate/Tehshildar in case of OBC & EWS candidates.
- g) Proof of online fee payment.

**17. General Instructions:**

- a) Candidates are advised to go through the instructions carefully before filling up the online application form.
- b) Incomplete applications which are not in conformity with the requirements indicated in the advertisement shall be summarily rejected by the online system itself.
- c) Applications will be submitted Online only. Applications will not be received through any other mode including by hand.
- d) Candidates should use self-attested passport size (4cm x 5cm) coloured photograph with white background and should not have been taken more than three months prior to the date of advertisement/notification, and the candidates are advised to keep multiple copies of the same photograph for further reference/correspondence.
- e) Application received online with illegible/ blurred signature and/ or photograph will be rejected by the system automatically.

- f) Change/correction in any particulars in the online Application Form, once submitted will not be entertained under any circumstances. No correspondence in this regard will be entertained.
- g) Candidates are also advised to visit the official website of the concerned office from time to time for further updates.
- h) Place of posting will be in the respective office. However, persons selected can be transferred to any office in India, within IA&AD.
- i) The selection of candidates will be based on Marks obtained in 10<sup>th</sup> Class pass, Written Test and Work experience followed by Medical Fitness, verification of antecedents etc.
- j) No TA/DA shall be paid for attending the Written test.
- k) Online application portal will be suspended automatically after due date and no claim in this regard for whatsoever reason, including due to any technical error on online portal, shall be entertained.
- l) Candidates are advised in their own interest to submit applications online much before the closing date and not to wait till the last date. Department will not be responsible for any technical error/overloading of the online portal/website.
- m) Admit Card to the shortlisted candidate will be generated online. Candidates are advised to take print out of the Admit Card and carry with them along with valid proof of any of photo identity cards (Aadhar/Voter photo ID card/Driving License).
- n) Candidates are required to have valid personal e-mail ID and it should be kept active, at least till the conclusion of the recruitment process. The concerned office will send information including the Call Letter for Written Test, etc. through the email provided by the candidate.
- o) Written Test will be objective type in CBT mode and will be bilingual in Hindi and English except for language subjects.
- p) Applicants are also advised to write their mobile phone numbers in the application form to enable communication with them through text messages/calls, if required.
- q) Number of vacancies is subject to change. Department reserves the right to postpone/cancel/suspend/terminate the entire recruitment process without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard.
- r) If there is any conflict between Hindi and English version, English version would be followed.
- s) Disputes if any, shall be subject to the jurisdiction of Delhi Courts only.
- t) Canvassing in any manner would lead to summary rejection of application.



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