



Government of India  
Ministry of Science & Technology  
Department of Science & Technology  
**NATIONAL ATLAS AND THEMATIC MAPPING ORGANISATION**  
(NATMO)

C.G.O Complex (7<sup>th</sup> floor), D.F Block, Salt Lake, Kolkata-700 064  
Telephones: 91 33 2334-6331/ 5006:: Fax 91 33 2334-6460  
Website: [www.natmo.gov.in](http://www.natmo.gov.in)

No. No. 4-1/2010-Estt-II

Dated: 19-08-2016

**VACANCY CIRCULAR**

**Subject:** Filling up of **Canteen Attendant** in the Office of the Director, NATMO, Kolkata, a subordinate Office under the Department of Science & Technology, Govt. of India on Direct appointment basis.....reg.

It is proposed to fill up Two posts of CANTEEN ATTENDANT (General Central Service, Group-C, Non-Gazetted) in the Pay Band of Rs. 5200-20200/- (PB-1) plus Grade Pay of Rs 1800/- p.m. in the Director, NATMO, Kolkata on direct appointment basis.

2. The job description of the post and eligibility criteria along with other details of the posts are given in **Annexure-A**. The person selected will be entitled to draw pay in accordance with the DoPT/ MoF Rules as amend/ revised from time to time.
3. Applications from eligible and willing persons, in the prescribed format (**Annexure-B**) may be forwarded to the undersigned at the above mentioned address within **45 days from the date of issue of this Advertisement in the Employment News**.
4. Applications, which are incomplete or are not accompanied with self attested proper documents will not be entertained and no correspondence will be made or entertained in this regard.
5. Candidates who are already in service may forward their applications through proper channel along with certificate as per **Annexure-C**.

**(Anjali Sharma)**  
**Head of Office**  
**& Assistant Director (OL)**  
**Tel. No. (033)-2334-6331/ 6460/ 5006**

**Copy to:-**

All Ministries/ Departments of Government of India (through DST)  
NATMO Web-site monitoring Cell (for uploading in NATMO web-site)

**Annexure-A**  
**For CANTEEN ATTENDANT**

1.	<b>Name of the Post</b>	: <b>CANTEEN ATTENDANT</b>
2.	<b>Number of Posts falling vacant</b>	: OBC> 1 (one) General/ Unreserved> 1 (one) (The posts are Not suitable for OH, HH, VH, CP) (No. of Vacancies for Ex-Servicemen=Nil)
3.	<b>Scale of Pay with Grade Pay</b>	: Rs.5200-20200/- (PB-1) plus Grade Pay Rs.1800/- p.m. [In 7 <sup>th</sup> CPC> Level 1; Pay in Level Rs. 18,000/-] (General Central Service, Group-C, Non-Gazetted)
4.	<b>Office</b>	: National Atlas & Thematic Mapping Organisation (NATMO), Kolkata, a subordinate office under Department of Science and Technology; (Initial Posting Kolkata with AISL)
5.	<b>Age Limit (as on closing date of receipt of applications including relaxation, if any)</b>	: 18 to 25 Years [ <u>Relaxation in Upper Age Limit</u> > SC=5years, ST=5years, OBC=3years, PH=10years, 'PH & SC/ST=15years', 'PH & OBC=13years', Departmental Candidates=upto 40years, Central Govt. Employees other than Departmental Candidates=5years]
6.	<b>Eligibility</b>	: Matriculation or equivalent
7.	<b>Period of Probation</b>	: Two years
8.	<b>Nature of Duties Attached to the Post</b>	: (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 & utensil's 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 stage 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. (ix) Any other additional duty allotted by the In-Charge of the Canteen. The In-Charge of the Canteen is authorized to allocate the duties to the Canteen Attendants according to their capabilities and capacity for smooth functioning of the Canteen. As and when services of Safaiwala are outsourced the duties of point (vi), (vii) and (viii) would be performed by him/ her.
9.	<b>Last Date of submission of application</b>	: Applications of willing and eligible candidates may be sent along with; i) Bio-data (as in proforma at Annexure-B); ii) Attested copies of certificates [Matriculation (mandatory) and certificate/diploma in hospitality management/cooking/catering (optional only)]; iii) A <b><u>Valid Employment Exchange Registration ID number</u></b> (mandatory); iv) Annexure-C (if applicable)  Within <b>45 days</b> from the date of issue of this Advertisement in the Employment News. <b><u>Application should reach:</u></b> Director, National Atlas & Thematic Mapping Organisation (NATMO), Ministry/ Department of Science & Technology, Govt. of India, C.G.O. Complex (7 <sup>th</sup> floor), DF Block, Salt Lake, Kolkata-700 064

**PROFORMA FOR BIODATA FOR THE POST OF 'CANTEEN ATTENDANT'**

Paste one self-attested passport size photograph

- 1. Full Name (Sri./ Smt./ Km.) : \_\_\_\_\_
- 2. Date of Birth : \_\_\_\_\_
- 3. Category i.e. SC/ ST/ OBC/ General : \_\_\_\_\_
- 4. Nationality : \_\_\_\_\_
- 5. Gender : \_\_\_\_\_
- 6. Postal Address : \_\_\_\_\_
  
- 7. Telephone No(s):Residence: \_\_\_\_\_ Mobile No.: \_\_\_\_\_
- 8. E-mail : \_\_\_\_\_

**Academic Qualifications :**

EDUCATIONAL QUALIFICATION /DIPLOMA	YEAR	NAME OF THE UNIVERSITY/INSTITUTION	SUBJECT

- 9. Employment Exchange Registration ID No. : \_\_\_\_\_
- 10. Work experience (if any) : \_\_\_\_\_
- 11. Languages Known : \_\_\_\_\_
- 12. Any other information : \_\_\_\_\_

**DECLARATION**

I DECLARE THAT THE ENTRIES MADE IN THE COLUMNS OF THIS PROFORMA ARE CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND NOTHING HAS BEEN EITHER CONCEALED OR MISREPRESENTED BY ME.

FULL SIGNATURE

Place :

Date :

**Annexure-C**

**Certificate to be furnished by the Employer/ Head of Office/ Forwarding Authority**

*(if working under Central/ State/ Autonomous/ Undertakings/ Enterprise/ Educational Institutions)*

Certified that the particulars furnished by ..... are correct and he/ she possesses educational qualifications and experiences mentioned in the Vacancy Circular/ Advertisement.

Also certified that:

- (i) There is no Vigilance Case pending/ contemplated against him/ her.
- (ii) The complete CR dossier/ ACRs/ APARs for the last 5 years duly attested (on each page) by an officer of the rank of Under Secretary or equivalent are enclosed.
- (iii) His/ Her integrity is beyond doubt.
- (iv) No major/ minor penalties have been imposed on him/ her during the last 10 years/ list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed.

*(Strike out whichever is not applicable)*

**Signature:**

**Date:**

**Seal:**

**Place:**

.....

(Office Seal)