

CONTROLLER OF DEFENCE ACCOUNTS, RIDGE ROAD, JABALPUR – 482001

Web: cdajabalpur.nic.in email: cda-jbl@nic.in

Tel.No. 0761 2608013, Fax No. 0761 2605622

Advertisement

Date of Advertisement: 11.09.2017

Closing Date: 03.10.2017

Probable Date of Examination: 05.11.2017

Recruitment to the post of Canteen Attendant, Departmental
Wet Canteen of this organization

No.AN/I/1200/Rectt/MTS/Vol-V. The Controller of Defence Accounts, Jabalpur under Ministry of Defence (Finance) is making recruitment to the posts of Canteen Attendant for departmental wet canteen in Pay Band-1(₹ 5200-20200/-) + Grade Pay ₹ 1800/-, (Revised Pay Scale after 7th CPC Pay Matrix Level– 01) a General Central Service Group 'C' Non-Gazetted, Non-Ministerial post in the organization of CDA, Jabalpur. The CDA proposes to hold a Common Examination for all applicants for the above post on 05.11.2017 and if required on subsequent dates.

2. Vacancies / Reservation: Applications are invited on direct recruitment basis as indicated below: --

Name of the Post	SC	ST	OBC	UR	PH	Total nos of posts
Canteen Attendant	---	---	---	01	UR-01	02

Note-I :Reservation for SC/ST/OBC/PH/ExS etc. categories is as per extant Govt. Orders.

3. Nationality / Citizenship: A candidate must be a citizen of India.

4. Age limit: 18-25 years as on 01.08.2017 (i.e. he/she must have been born not earlier than 02.08.1992 and not later than 01.08.1999)
Note I: Candidate should note that Date of Birth as recorded in the Matriculation / Secondary Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted by the CDA for determining the Age-eligibility and no subsequent request for its change will be considered or granted.

5. Process of certification and format of certificates: Candidates who wish to be considered against vacancies reserved or seek age relaxation must submit requisite certificate from the competent authority issued on or before the prescribed date, in the prescribed format whenever such certificates are sought by the Regional/Sub-Regional Office. Otherwise, their claim for PH status will not be entertained and their candidature/applications will be considered under General

(UR) category. The formats of the certificates are annexed. Certificates obtained in any other format will not be accepted.

6. Educational qualification: (As on 01.09.2017) Must have passed Matriculation Examination OR equivalent from a recognized Board. Note: Candidates who have not acquired but will acquire the educational qualification and acquire documentary evidence from the Board/University in support thereof as on 01.08.2017 will also be eligible.

7. Mode of payment: Application Fee & Mode of Payment: ₹ 100(One Hundred only).

All Women candidates and candidates belonging to Physically Handicapped (HH &OH) are eligible for reservation are exempted from paying application fee, as per extant government orders.

The candidates who are not exempted from paying examination fee may submit the requisite fee through Indian Postal Order in favour of The CDA, Jabalpur, Payable at Jabalpur

7(i) Fee once paid will not be refunded under any circumstance.

8. Centre of Examination: Jabalpur.

9. Scheme of examination: (A) Scheme of the written examination and syllabus. The written examination will consist of Paper-I of test paper as shown below in two parts. Part A will be Objective Type- Multiple choice/short questions and Part-B will be descriptive type:

Paper-I:

	Subject	Maximum Mark	Total Duration
Part-A	General Intelligence & Reasoning (20 questions)	20	2 Hours
	Numerical Aptitude(20 questions)	20	
	General English (20 questions)	20	
	General Awareness (includes questions related to trade/skill of canteen attendant)(20 questions)	20	
Part-B	Short Essay/Letter in English/Hindi	20	

NOTE-I: Paper-I (Part-A) will consist of Objective Type- Multiple choice/short questions only. The questions will be set both in English & Hindi.

NOTE-II: Paper-I Part-B will be descriptive in which the candidate will be required to write short essay/letter in English/Hindi.

CDA reserves the right to set separate qualifying standard in any Part of Paper-I.

Indicative Syllabus for written examination:

Paper-I Questions on 'General Intelligence and Reasoning' will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard.

10. General instructions to be complied by the candidates in the written examination.

- (i) Candidates must write the papers/indicate the answers in their own hand.
- (ii) In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- (iii) Candidates are not permitted to use calculators and other electronic gadgets except as specified in the Notice. They should not, therefore, bring the same inside the Examination Premises / Venue.
- (iv) If any candidate is found to possess mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith.

11. Mode of selection:

Candidates will be finally selected based on their performance in Paper-I (Part-A & B).

Success in the examination confers no right of appointment unless government is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

12. Resolution of tie cases

In cases where more than one candidate secures the equal aggregate marks, tie will be resolved by applying the following methods one after another: -

- (1) By referring to marks in Part-B of the descriptive type paper.
- (2) Date of birth i.e. the candidate older in age gets preference.
- (3) By referring to the alphabetical order of the names taking first name into consideration.

13. HOW TO APPLY: The application must be submitted through postal mode only. This Organization has devised a simplified format which can be downloaded from the website: www.cdajabalpur.nic.in. Candidates are required to send their applications properly sealed in an envelope addressed to "The CDA, Jabalpur, Ridge Road, Jabalpur, (M.P.)-482001" through ordinary/speed post. Candidates are requested to super scribe the word: "Application for the post of Canteen Attendant" on the top of the envelope while sending the application form.

14. Admission to the examination:

All candidates who apply in response to this advertisement by the CLOSING DATE FOR RECEIPT OF APPLICATION are assigned Roll numbers. These will be uploaded on the website of the CDA around 2 weeks before the examination. In case, a candidate does not find his/her name in the above uploaded list, he/she

must immediately contact to the CDA (0761 2608013). Failure to do so will deprive him/her of any claim for consideration.

The candidates must carry at least one photo bearing identity proof such as Driving License, Aadhaar Card, Voter Card, College/University ID Card, Income Tax PAN in original, while attending the examination, failing which they shall not be allowed to appear for the examination. The photographs used by the candidates must be a recent, relaxed face, and the picture should be in colour, against a light-coloured, preferably white, background. If flash is used then ensure that there is no red-eye and, in case of glasses, your eyes should be visible. The face should not cover less than 80 % of the entire photo.

15. Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false or suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy, in filling Answer Sheet, Answer Sheet will not be evaluated.

Without prejudice to criminal action/debarment from CDA's examination wherever necessary, candidature will be summarily cancelled in respect of candidates who have found indulged in any of the following:-

- (i) In possession of MOBILE PHONE & ACCESSORIES AND OTHER ELECTRONIC GADGETS WITHIN THE PREMISES OF THE EXAMINATION CENTRES, WHETHER IN USE OR IN SWITCH OFF MODE AND ON PERSON OR OTHERWISE.
- (ii) Involved in malpractices.
- (iii) Using unfair means in the examination hall.
- (iv) Obtaining support for his / her candidature by any means.
- (v) Impersonate/Procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or CDA's representatives.
- (x) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed by the CDA for the conduct of examination.
- (xii) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the CDA considers to be sufficient cause for cancellation of candidature.

16. CDA'S decision final

The decision of the CDA in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s) and selection and allotment of post to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

17. Important instructions to candidates

1	CDA will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, the candidature is accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify in the written test. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the CDA's decision shall be final.
2	Candidates in their own interest are advised to go through detailed instructions contained in this notice carefully before applying.
3	Candidates seeking reservation benefits available for PH must ensure that they are entitled to such reservation as per eligibility prescribed in the Notice .They should also be in possession of the required certificates in the prescribed format in support of their claim at the time of application.
4	FEE: RUPEES ONE HUNDRED ONLY(₹ 100/-) Fee is exempted for all Women candidates and candidates belonging to Physically Handicapped.
5	The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature will summarily be cancelled at the time of document verification or as and when comes into the notice of the CDA. Note: Original certificates should not be sent to with the application. These should be produced only at the time of verification of documents.
6	CLOSING DATE: 03.10.2017 (up to 5.00 PM)
7	TA/DA is not admissible.
8	The recruitment process can be cancelled/postponed/suspended/terminated without any prior notice/assigning any reason of any cause.
10	Nature of Duty: Tea/Coffee maker, Bearer and washer boy and as per requirement.
11	The posts mentioned above are subject to all India transfer liability rules.
12	Employees will be governed by New Pension Scheme.

Government of India
Ministry of Defence (Finance)
(Defence Accounts Department)
PROFORMA FOR APPLICATION

(For the post of 'Canteen Attendant' in the Departmental Wet Canteen CDA, Jabalpur)

Affix recent Passport
size photograph

(Size 3.5 x 4.5 cm.)

1. Name (Shri/Smt./Ku.)
2. Father's Name
3. Date of Birth (dd/mm/yyyy)
4. Whether PH* Yes/NO
5. Nationality
6. Gender Male/Female
7. Marital Status Married/Unmarried
8. Aadhar Card No.
9. Postal Address
-
-

10. Academic Qualification

Educational Qualification	Year	Name of the Board/University/Institution	Subjects

11. Work Experience (if any)
12. Language known
13. Any other information

DECLARATION

I hereby 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.

Place:

Date:

Signature of the Candidate

Annexure-II

DISABILITY CERTIFICATE
(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested Photograph
(showing face
only) of the person
with
disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum.
_____ Son/wife/daughter of Shri _____
Date of Birth _____ (DD/MM/YY) Age _____ years, Male/Female
_____ Registration No. _____ permanent resident of House
No. _____ ward/Village/Street _____ Post Office
_____ District _____ State _____ Whose photograph is
affixed above, and am satisfied that he/she is a Case of _____
disability. His/her extent of percentage physical impairment/disability has been
evaluated as per guidelines (to be specified) for the disabilities (to be specified) and
is shown against the relevant disability in the table below: -

S. No.	Disability	affected part of the body	Diagnosis	Permanent physical impairment/ mental disabilities (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Hearing impairment	\$		
4	Mental retardation	x		
5	Mental-illness	x		

(Please strike out the disabilities which are not applicable)

2. The above condition is progress/non progress/likely to improve/not likely to improve.

3. Reassessment of disability is:

(i) not necessary

Or

(ii) is recommended/after _____years_____on this, and therefore this certificate shall be valid till_____

(DD) (MM) (YYYY)

@ e.g. Left/Right/both arms/Legs

e.g. Single ye/both eyes

\$ e.g. Left/Right/both ears.

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority
(Name and Seal)

Countersigned

{(Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificates issued by a medical authority who is not a permanent servant (with seal)} Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer on the District.

Signature/Thumb Impression of the person in whose favour disability certificate is issued.
--

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer on the District.