



सत्यमेव जयते

No. A-12023/2/2023-Admn.IV

GOVERNMENT OF INDIA

भारत सरकार

MINISTRY OF INFORMATION AND BROADCASTING

सूचना और प्रसारण मंत्रालय

5th Floor, Shastri Bhawan
New Delhi, the 14th December, 2023.

OFFICE MEMORANDUM

Subject: Filling up of One (1) post of Assistant Manager-cum-Store Keeper in Departmental Canteen of Main Secretariat, M/o Information & Broadcasting on deputation basis.

Applications are invited from eligible and willing officials under Central Government for the post of Assistant Manager-cum-Store Keeper in Level-4 of the 7th CPC Pay Matrix in Departmental Canteen, Main Secretariat of this Ministry to be filled on deputation basis initially for a period of three years. The details of the post and eligibility conditions are given in Annexure-I.

2. Applications of only those officers, whose services could be spared immediately on their selection may be forwarded in the prescribed proforma given in Annexure-II along with Vigilance Clearance Certificate, Integrity Certificate, up to date APARs of last 5 years and Cadre clearance to the Under Secretary (Admn.), Room No. 544, 5th Floor, Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi-110001 within a period of 30 days from the date of publication of this OM in the Employment News/ 45 days from the date of issue of this OM.

3. Applications received after the expiry of the prescribed period and/or found to be incomplete in any manner will not be considered for selection to the post. Candidates once selected, will not be allowed to withdraw their candidature subsequently.

Encl: As Above.


(Kirti Gupta)

Under Secretary to the Govt. of India

☎: 2338 4990

Copy to:

1. All Ministries/Departments of Government of India (through e-HRMS)
2. All Media Units of the Ministry of I&B.
3. All Sections in the Main Secretariat (through eOffice).
4. Central Bureau of Communication- with the request to get the OM published in the next issue of 'Employment News' under intimation to this Ministry.
5. NIC Cell- for publication on the Website of the Ministry.
6. eOffice Notice Board.
7. Office Order Folder.

1. Name of the Post : Assistant Manager-cum-Store Keeper
2. Number of Post : One (01)
3. Scale of Post : Level-4 as per 7th CPC Pay Matrix (GP:2400).
4. Date of vacancy : 01.04.2024
5. Place of Duty : New Delhi

ELIGIBILITY CONDITIONS FOR APPOINTMENT AS CANTEEN MANAGER IN DEPARTMENTAL CANTEEN, MINISTRY OF INFORMATION AND BROADCASTING

Officer of the Central Government-

- (a) (i) Holding analogous post on regular basis; OR
(ii) with at least 8 years regular service in the Pay Level-2 (GP:1900); and
(iii) possessing educational qualifications as prescribed for Direct Recruits i.e. B.Com from a recognised University Or Graduate in any discipline from a recognised University with One year Diploma in Book Keeping or Store Keeping.
- (b) Having 3 years experience in handling Stores or Accounts.

Note 1: The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not exceed 3 years. The maximum age-limit for deputation is 56 years as on the closing date of receipt of applications.

Note 2: The departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**APPLICATION FOR THE POST OF ASSISTANT MANAGER-CUM-STORE KEEPER
(DEPARTMENTAL CANTEEN), MAIN SECRETARIAT, M/O INFORMATION &
BROADCASTING.**

1. NAME :
2. DATE OF BIRTH :
3. WHETHER SC/ST :
4. DESIGNATION :
5. PAY LEVEL :
6. DATE OF REGULAR APPOINTMENT :
7. EDUCATIONAL QUALIFICATION:
8. EXPERIENCE :
9. BRIEF SERVICE PARTICULARS:
10. PRESENT OFFICE ADDRESS WITH TELEPHONE NUMBER :
11. REMARKS :

DATE:

SIGNATURE OF APPLICANT

CERTIFICATE

Certified that particulars given above have been verified from the records and found correct. No Disciplinary/Vigilance case is either pending or being contemplated against Shri/Ms._____.

Signature and Name of Head of Office
(with Office Seal)

Place:

Date: