

**Office of The Principal  
Controller of Defence Account (Navy)**

MUMBAI-400001

Tel. No.: 022-22802738

Fax No.: 022-22021798

A. The Principal controller of Defence Accounts (Navy) Mumbai under of Ministry of Defence (Finance) is in the process of filling up of vacant posts in the grade of Canteen Attendant in Departmental Wet Canteen of the organization.

B. Applications are invited on direct recruitment basis as under:-

Name of the Post	Pay & Grade Pay	Age as on Closing Date	SC	ST	OBC	UR	Total No. of Posts
Canteen Attendant	Pay Level (18000-41100) in 7th CPC	18-25 years	1	1	3	5	10

The number of vacancies is subject to change

C. Details of the post (Pay scale, minimum educational qualification, experience, age limit, etc.)

- Only Indian nationals are eligible to apply.
- Pay Scale:** Pay Level 11 (18000-41100) (as per 7th CPC)
- Educational Qualification:**
  - 10th pass (SSC) or equivalent from a recognized institute/board/organization.
  - Diploma in hospitality management/cooking/catering (optional)
- Nature of Duty:** Tea/Coffee Maker, Bearer, Wash Boy
- Age limit:** 18 years to 25 years (as on closing date for receipt of application)
- Age Relaxation:** As per existing rules.
- Posts mentioned above are subject to all India transfer liability rules.
- Employees will be governed by National Pension Scheme.
- Candidates should apply as per the given proforma only. Application in any other format will not be accepted.
- Candidates will forward application properly sealed in an envelope to "The PCDA (Navy) No.1 Cooperage Road Colaba Mumbai-400001 (near Campion School)" through ordinary posts/by in hand the words, "Application for the post of Canteen Attendant" on the top of the envelope while sending the application form.
- Last date of receipt of application is **60 days** from the date of publication of the advertisement in Newspaper/notification in Employment Exchange.
- The crucial date for determining the age limit shall be the closing date for receipt of application.
- Photocopy of the following documents/certificates to be attached alongwith application duly attested by the Gazetted Officer or self attested
  - SSC Pass or equivalent certificate.
  - Mark sheet of educational qualification.
  - SC/ST/OBC/Ex-serviceman/PH Certificate, (OBC candidates should submit non creamy layer certificate issued by the Prescribed Authority)
  - Certificate for holding diploma in hospitality management cooking/catering (optional)
  - Copy of the Employment Exchange Registration ID Number,
  - NOC in original from present employer (in case of Government servant)

**Note:-** Original Certificate should not be sent with the application. These should be produced only at the time of verification of document.

- Incomplete/ineligible application will be deemed to be invalid and will be rejected without intimation to the candidate, Applicants must read the advertisement carefully before applying for the same.
- The number of vacancies is subject to change. Further, the employer has the right to cancel or modify the notification without assigning any reason thereof.
- Canvassing in any form will disqualify the candidate. No enquiry or correspondent will be entertained.
- No TA/DA is admissible.
- The decision of the appointing authority will be final.
- The recruitment process can be cancelled/ postponed/suspended/terminated without any prior notice/assigning any reasons at any stage.
- The recruitment to the post shall be strictly based on written test/skill test only. There shall not be any personal interviews for selection.
- Proforma for application is given below.

Government of India

**Ministry of Defence (Finance)**

(Defence Accounts Department)

PROFORMA FOR APPLICATION

(For the post of Canteen Attendant in the Departmental Canteen)

- Full Name (Sh/Smt/Ku) :- .....
- Date of Birth .....
- Category i.e. SC/ST/OBC/General:- .....
- (a) Whether PH ---- Yes/No
- (b) Whether Ex-Servicemen ---- Yes/No
- Nationality :- .....
- Gender :- .....
- Postal Address :- .....
- Telephone No. :- .....
- Mobile No. :- .....
- Educational Qualification:

(Affix recent photo)  
(3.5 x 4.5 cm)

Educational Qualification/ Diploma	Year	Name of the Board/ University/Institution	Subject

- Employment Exchange Registration ID No.:-
- Work Experience (If any):-
- Language Known:-
- Any Other Information:-  
(\* Copy of document to be attached)

**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.

**PLACE-**

**DATE :-**

**Signature of the Candidate**