

President's Secretariat
(Administration Section)

Rashtrapati Bhavan,
New Delhi – 110004.

No. A-17011/01/25-Admn

9th April, 2025.

Subject: Filling up of various posts in the President's Secretariat on deputation basis.

Applications are invited from eligible candidates for filling up of various post in the President's Secretariat in prescribed proforma (**Annexure I**).

2. The details of the post, pay scale, age limit, qualifications. Experience, and eligibility criteria are provided in **Annexure-II**. The application format are also available on the President's Secretariat website [https:// rashtrapatibhavan.gov.in/ rashtrapatisachivalaya](https://rashtrapatibhavan.gov.in/rashtrapatisachivalaya) under the caption '**Circular for vacancies**'.

3. **Application submission:** Applications in the enclosed proforma (Annexure-II) from suitable and eligible officers who can be spared immediately upon selection should be sent through proper channels along with the documents as per the details given below:

- (i) Attested photocopies of ACR/ APAR for the last 5 years duly attested by a Group 'A' officer not below the Under Secretary level.
- (ii) Cadre clearance in respect of the applicant.
- (iii) Integrity certificate.
- (iv) Certificate confirming that no disciplinary/ vigilance case is pending or being contemplated against the officials.
- (v) A statement showing major or minor penalties, if any, imposed on the applicant during the last 10 years.

4. **Incomplete Applications:** Applications received after the closing date or without the photostat copies of ACR/ APARs duly attested by a Group 'A' officer or without recommendations of the concerned office or otherwise found incomplete are liable to be rejected. While forwarding the applications, it may be verified and certified that in the event of selection for appointment, the official concerned will be relieved of his duties immediately.

5. **Forwarding Address :** Applications should be forwarded to Under Secretary (Admn), President's Secretariat, Rashtrapati Bhavan, New Delhi – 110004

Contd....

6. Applications complete in all respect should reach the President's Secretariat on or before **23rd May, 2025 at 1700 hrs.**



(Pankaj Saurabh)

Under Secretary (Admn)

To

All Ministries/ Departments

Copy to :

1. Vice President's Secretariat/ NITI Aayog/ Union Public Service Commission/ Cabinet Secretariat / Central Vigilance Commission/ Election Commission/ Lok Sabha Secretariat/ Rajya Sabha Secretariat
2. Ministry of Personnel, Public Grievances& Pension, Department of Personnel and Training, North Block, New Delhi – With a request to upload the present circular on the Website of DOPT
3. Office of Director General of Audit, AGCR Building, I.P. Estate, New Delhi
4. The comptroller General of Accounts, 7th Floor, Loknayak Bhavan, New Delhi
5. The Chairman, University Grants Commission, New Delhi
6. The Registrar (Admn), Supreme Court of India, New Delhi.
7. Sr. TD, NIC – With a request to upload this Circular on the official website of Rashtrapati sachivalaya.

APPLICATION FORM

Post Applied for	
1. Name and Address (in Block letters)	
2. Date of Birth	
3. (i) Date of entry into Government service (ii) Date of retirement under Central Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are fulfilled	

6. Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	Pay Scale/Pay Band and grade Pay/ Pay Level of the post held on regular basis	Nature of Duties (in detail) highlighting experience requested for the post applied for
7. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
8. Additional Details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others					
9. Additional Information , if any relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement (Note: Enclose a separate sheet, if the space is insufficient)					
10. Whether belong to SC/ ST					

DECLARATION

1. I, ----- hereby declare that my posting on deputation as -
----- (name of the post) in the President's Secretariat shall not bestow any right on me to claim seniority in the said post in respect of the services rendered by me on deputation.
2. I will not claim absorption in the President's Secretariat in the said post.
3. I am liable to be repatriated to my parent organization at any time.
4. I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Application Form duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Signature of the candidate

Cadre:

Email:

Mobile:

Address:

Date _____

CERTIFICATE BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualifications and experience mentioned in the vacancy circular. If selected, he/ she will be relieved immediately.

2. Also certified that:-

- (i) There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt. _____.
- (ii) His/ Her integrity is certified.
- (iii) His/ Her ACR/ APAR Dossier in original is enclosed/ photocopies of the ACR/ APARS for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years or A list of major/ minor penalties imposed on him/ her during the last 10 years es enclosed (as the case may be)

Countersigned
(Employer/ Cadre Controlling Authority with Seal)

ANNEXURE II

S. No.	Name and Pay Level of Post	Pay Level	Vacancy (ies)	Eligibility Criteria
1.	Manager Gr. II (Departmental Canteen)	Pay Level 6	1	<p>Persons working in the Central Government –</p> <p>(a) (i) Holding analogous posts on regular basis ; or (ii) Assistant Manager-cum-Storekeeper (Pay Level 4) with at least ten (10) years regular service in the grade; and</p> <p>(b) Possessing the qualifications and experience as below:-</p> <p>(i) B. Com. (ii) Two (2) years experience in Accounts work in any office or PSU or Autonomous/ Statutory Organisation.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note :2 The departmental official; 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.</p> <p>Note 3: Qualification is relaxable at the discretion of the Competent Authority for reason to recorded in writing in case of candidates otherwise well qualified.</p>

S. No.	Name and Pay Level of Post	Pay Level	Vacancy (ies)	Eligibility Criteria
2.	Manager-cum-Accountant [Departmental Canteen]	Pay Level 6	01	<p>Persons working in the Central Government –</p> <p>(a) (i) Holding analogous posts on regular basis ; or (ii) Assistant Manager-cum-Storekeeper (Pay Level 4) with at least ten (10) years regular service in the grade; and</p> <p>(b) Possessing the following educational qualifications:-</p> <p>(i) Batchelor's Degree in Commerce/ Business Studies/ Economic/ Public Administration of a recognised university/ Institute.</p> <p>(ii) Two (2) years experience in Accounts work in any office or PSU or Autonomous/ Statutory Organisation.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note :2 The departmental official; 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.</p> <p>Note 3: Qualification is relaxable at the discretion of the Competent Authority for reason to recorded in writing in case of candidates otherwise well qualified.</p>

S. No.	Name and Pay Level of Post	Pay Level	Vacancy (ies)	Eligibility Criteria
3.	Assistant Halwai-cum-Cook [Departmental Canteen]	Pay Level 2	01	<p>Persons working in the Central Government:-</p> <ul style="list-style-type: none"> (i) Holding analogous posts on regular basis, or (ii) Canteen Attendant (Pay Level 1) with at least three years regular service in the grade having one year experience as helper to Halwai-cum-cook. (iii) 10th Class pass with a certificate/ diploma in catering. <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note :2 The departmental official; 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.</p> <p>Note 3: Qualification is relaxable at the discretion of the Competent Authority for reason to recorded in writing in case of candidates otherwise well qualified.</p>

S. No.	Name and Pay Level of Post	Pay Level	Vacancy (ies)	Eligibility Criteria
4.	Clerk [Departmental Canteen]	Pay Level 2	01	<p>Persons working in the Central Government:</p> <ul style="list-style-type: none"> (i) Holding analogous posts on regular basis, or (ii) Canteen Attendant (Pay Level 1) with at least three years regular service in the grade and possessing the following qualifications: <ul style="list-style-type: none"> (a) 12th class pass or equivalent with Commerce (b) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer. <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note :2 The departmental official; 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.</p> <p>Note 3: Qualification is relaxable at the discretion of the Competent Authority for reason to recorded in writing in case of candidates otherwise well qualified.</p>

S. No.	Name and Pay Level of Post	Pay Level	Vacancy (ies)	Eligibility Criteria
5.	Canteen Attendant [Departmental Canteen]	Pay Level 1	04	<p>Persons working in the Central Government holding analogous posts on regular basis possessing following educational qualification:</p> <p>(i) Matriculation or equivalent</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not to exceed three years. The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note :2 The deputationists shall not be eligible for consideration for appointment by promotion.</p>