



वस्तु एवं सेवाकर तथा सीमा शुल्क के मुख्य आयुक्त का कार्यालय, पुणे क्षेत्र
OFFICE OF THE CHIEF COMMISSIONER, GOODS, SERVICE TAX & CUSTOMS.
41-A जी.एस.टी. भवन, वाडिया कॉलेज के सामने, ससून रोड, पुणे 411 001.
41-A, GST BHAVAN, OPP. WADIA COLLEGE, SASSOON ROAD, PUNE, 411 001

RECRUITMENT OF CANTEEN STAFF

Applications are invited from eligible applicants having essential qualifications as mentioned below as per extant Recruitment Rules for filling up of the post of **Canteen Attendant** in Departmental Canteen, Office of the Chief Commissioner, Central GST & Customs, Pune Zone, Ministry of Finance, Department of Revenue, Govt. of India.

Name of the Post : **Canteen Attendant**
No. of Post : **03 (Three)**
Category : **01 – UR, 01 – OBC, 01 - EWS**
Pay level : **Level 1 in the Pay Matrix (Rs 18,000 - 56900)**
Education Qualification : **Matriculation or Equivalent from a recognized Board.**

Age limit :

Age limit to apply for the above post is between **18-25 years**. Relaxation of age limit upto 40 years for government servants in accordance with the orders issued by the Central Government from time to time. And as per existing rules for other categories.

Note : The crucial date for determining the age limit shall be the last date up to which applications have been called for i.e. 30 days from the date of publishing of advertisement in Employment News/Rozgar Samachar/Newspaper..

Desirable

Two years work experience in Cooking/Catering/Hospitality Management, in a canteen or a hotel.

Selection Process

Those who are desirous of applying may do so in prescribed Application form enclosing attested photocopies of Matriculation or equivalent certificate, Mark sheet of Matriculation, SC/ST/OBC/EWS certificate, Certificate/Diploma in Cooking/Catering/Hospitality Management(optional).NOC in original from present Employer in case of Government servant. **Only complete applications in prescribed format, with envelope marked as "APPLICATION FOR THE POST OF CANTEEN ATTENDANT", shall be accepted and are to reach this office by post on or before 30 days from the date of publication of this recruitment notice at the following address "The Joint Commissioner, Cadre Control Cell, Central GST & Customs, Pune Zone, GST Bhavan : 41-A, Sassoon Road, Opp. Wadia College, Pune - 411 001.**

Note : Original certificate should not be sent with the Application. These should be produced only at the time of verification of Documents.

Period of Probation : Two years.

Application form may be downloaded from the website of Pune GST Commissionerate – "<https://punecgstcus.gov.in>".

(Goldi Sharma)
Joint Commissioner
Cadre Control Cell
CGST & Customs, Pune Zone

Applications should be made in the following proforma:-

PRO FORMA : RECRUITMENT OF CANTEEN ATTENDANT

**Recent
Passport
Size**

APPLICATION FOR THE POST OF

CANTEEN ATTENDANT

1. Full Name in Block Letters : _____
Father's Name : _____
2. Mother's Name : _____
Permanent Residential Address : _____

3. Address for Communication : _____
4. Educational Qualification : _____

S.No	Educational Qualification	Name of the Board/University/recognized Institute	Passed in Year	Division / Class	Percentage Of Marks	Full Marks	Subjects

5. Experience, if any : _____
6. Date of Birth (in words & figures): _____
(as per matriculation certificate)
Age as on closing date of receipt of application. ____Years ____Months ____Days
(i.e 30 days from date of publication of Advertisement)
7. Category (SC/ST/OBC/EWS/UR) : _____
8. Documents to be submitted
 - a) 10th class pass certificate Mark List
 - b) Proof of Age (10th Mark List/Birth Certificate)
 - c) Caste Certificate
 - d) EWS Certificate
9. Contact Number and E-mail ID : _____

DECLARATION:

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being false or incorrect or ineligibility being detected before or after the test/interview/appointment, my candidature/ is liable to be cancelled / terminated.

Place :
Date :

Signature of the candidate

Note : Please go through the instructions before filling up the form. Applicants employed in Government Department should send their applications through proper channel only.

Important instructions to candidates

1. This office will tentatively hold Written Objective Type/Trade based Examination for selecting candidates for Job Suitability Test/ Interview. The details such as date and venue of written examination/further details including list of candidates for written examination will be published on the website <https://punecgstcus.gov.in> in due course of time.
2. One candidate shall apply only one application.
3. Candidates must carry at least one photo bearing IDENTITY PROOF in original such as Driving Licence, Voter Card, Aadhar Card, Identity Card issued by the University / College, Income Tax PAN card to the examination Center, failing which **THEY SHALL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.**
4. Candidates should note that the Date of Birth as recorded in the Matriculation certificate (or an equivalent Certificate from recognized Board only) will be accepted by the office for determining the age and no subsequent request for its change will be considered or granted. Age relaxation as per extant rules.
5. Educational Qualification :

Canteen Attendant	Matriculation or equivalent Certificate from recognized Board
-------------------	---
6. Only latest certified copies, issued by Competent Authority, of required documents viz. Educational Qualification, Date of Birth, Caste Certificate, EWS Certificate should be enclosed with the applications. Incomplete applications & applications submitted other than the **post/category** mentioned above will be treated as invalid and will not be entertained.
7. The decision of the Department in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination and interviews, selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
8. Court's Jurisdiction: Any dispute in regard to this recruitment will be subject to courts / tribunals having jurisdiction over Pune.
9. **The Recruitment process can be cancelled/postponed/suspended/terminated without prior notice/ assigning any reason at any stage.**
10. The Applications in the prescribed pro forma should reach this Office addressing to "THE JOINT COMMISSIONER, CADRE CONTROL CELL, CENTRAL GST & CUSTOMS, PUNE ZONE, GST BHAWAN, 41-A, SASSOON ROAD, OPP.WADIA COLLEGE, PUNE - 411 001.

Applications received after the due date i.e. 30 days from the date of publication of the recruitment notice, will not be accepted. The Department will not be responsible for any postal delays/non receipt of applications.