

No. A-32016/3/2019-E-II
Government of India
Ministry of Consumer Affairs, Food & Public Distribution
Department of Food & Public Distribution

Krishi Bhawan, New Delhi
Dated the 29.05.2025

VACANCY CIRCULAR

Subject: Filling up two posts of Assistant Halwai-cum-Cook in the Department of Food & PD on deputation/absorption basis in Level-2 of the pay Matrix- Regarding.

The undersigned is directed to state that two posts of Assistant Halwai-cum-Cook in the Department of Food & Public Distribution is to be filled up on deputation/absorption basis. The post belong to General Central Service Group 'C' (Non-gazetted & Non-Ministerial) and carries pay at Level-2 in the Pay Matrix.

2. The post will be filled up on deputation/absorption amongst the officials of the Central Government-

- (i) holding analogous posts on regular basis; or
- (ii) Canteen Attendant in Level 1 in the pay matrix with at least three years regular service having one year experience as helper to Halwai-cum-Cook; and
- (iii) possessing diploma or certificate in catering.

3. The educational & other essential and desirable qualifications needed are as under:

- (i) Class 10th Pass with a diploma or certificate in catering;
- (ii) one year experience in the field;
- (iii) a Trade skill test for cooking including maintenance of hygiene etc, shall be conducted to assess suitability of the Candidate.

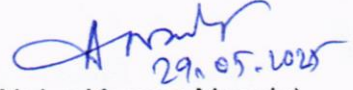
4. The Departmental official in the feeder category who are in the direct line of promotion shall be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

5. The period of deputation, including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years. The Maximum age limit for appointment by deputation is 56 years as on the closing date of the receipt of application.

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Amr
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6. The willing regular Group 'C' employees of Department of Food & Public Distribution as well as from other Ministries or Departments of the Central Government who possess above prescribed qualification & experience may send their application in prescribed proforma, along with attested photocopies of ACR/APAR dossiers for the last five years, Vigilance Clearance and self attested copies of supporting documents in the prescribed proforma latest by **13.06.2025**.


29.05.2025

(Aloke Kumar Nandy)

Under Secretary to the Government of India

Tel: 23097038

To:

1. All Group 'C' employees of Department of Food & Public Distribution.
2. All Ministries/Departments of Government of India.
3. NIC, Dept. of Food & PD with a request to upload the vacancy circular on the website of the Department (News & Announcement and What's New Sections).
4. Notice Boards/e-Office

PROFORMA FOR THE POST OF ASSISTANT HALWAI-CUM-COOK

1.	Name and Address (in Block Letters) Mobile No. E-mail ID:	
2.	Date of Birth (in Christian era)	
3	Date of entry into Govt. service	
4	Date of retirement	
5	Present post held on regular basis under the Department of Food & PD/other Ministry/Department with Pay Band+Grade Pay/Level	
6	Date of appointment to the present grade/Level	
7	Whether belongs to SC/ST/OBC	
8	Educational & other Qualifications	
	Qualifications/ Experience required as mentioned in the vacancy circular	Qualifications/ experience possessed by the official
9	(i) Class 10 th Pass with a diploma or certificate in catering; (ii) one year experience in the field; (iii) a Trade skill test for cooking including maintenance of hygiene etc, shall be conducted to assess suitability of the Candidate.	

10	Experience: (mention no. of year & name of organisation)	
11	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
12	Brief particulars of service with nature of duties-performed	

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)

Name _____

Address _____

Place _____

Date _____

CERTIFICATE

(To be filled in by the Parent Office/Department)

1. Certified that the particulars furnished by the applicant have been checked from available records and found correct.
2. Certified that the candidate is eligible for the post as per conditions mentioned in the advertisement.
3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is also certified.
4. Photocopies of complete and up to date ACR/APAR dossier of the officer for the last three years, from 2021-22 onwards duly attested, on each page enclosed.
5. No major/minor penalty has been imposed on the concerned officer during the preceding five years.

Signature-_____

Name & Designation of the Head of the Department-_____

Telephone No.-_____