

**Details of eligibility and other conditions for Direct Recruitment for the post of Attendant**

**Cum Server**

1. **Name of the Post** : Attendant Cum Server
2. **No. of post** : 01 (One)
3. **Category of post** : Unreserved
4. **Age limit** : The age limit for appointment shall be 21-30 years as on the closing date of receipt of application form i.e. 31.07.2020
5. **Pay Scale** : Pay Matrix Level-1 (18000-56900)
6. **Educational qualification:** 8<sup>th</sup> Standard Pass.

**7. How to apply :**

Applications in the prescribed format (enclosed) along with following Annexures should be sent directly so as to reach this office on or before 31.07.2020

- i) Bio data as per prescribed format. (enclosed)
- ii) Photocopies of educational qualifications (Annexure 1)
- iii) Proof of age as per instructions of Govt of India circulated from time to time.  
(Annexure 2)
- iv) Details of previous employment/experience, if any with proof (Annexure 3)

**FORMAT FOR APPLICATION FOR THE POST OF ATTENDANT CUM SERVER**

1.

S. No.	Particular	
(i)	Name and Address (In Block Letters) with contact number and E-Mail	
(ii)	Father's Name	
(iii)	Date of Birth (In Christian Era)	
(iv)	Nationality	

**2. Educational Qualification**

S.No.	Class	Board/University	Marks Obtained	Division

3. Details of Employment with latest on top. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:

S. No.	Office/Institution	Post Held	From	To	Details of pay drawn	Nature of Duties

4. Additional information, if any, which you would like to mention in support of your suitability for the post.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the application duly supported by 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

**Place:**

**Date:**