

ICMR – NATIONAL INSTITUTE OF CANCER PREVENTION AND RESEARCH, NOIDA

Ad-hoc Contractual Positions for Guest House-cum-HTL Mess Facility

<b>Name of the post</b>	Cook
<b>Number of position</b>	One
<b>Category</b>	Other Backward Class (OBC)
<b>Place of posting</b>	NICPR Noida
<b>Educational qualification</b>	12 <sup>th</sup> grade
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Six months experience of working as a cook in community kitchen/ hotel/mess/hostel/dharamshala/govt. office/hostel/ guesthouse/similar settings.</li> </ul>
<b>Nature of Duties</b>	<ul style="list-style-type: none"> <li>• Cooking breakfast, lunch, dinner, snacks, tea etc. for Guest House cum HTL staff</li> <li>• Ensuring food quality, hygiene and sanitation of mess facility (both kitchen and dining area)</li> <li>• Any other work given by the Director</li> </ul>
<b>Age limit</b>	Maximum 30 years
<b>Fixed Emoluments</b>	Rs. 18,000/- (monthly consolidated)
<b>Duration of contract</b>	6 months (renewable)

<b>Name of the post</b>	Multi-tasking staff (Guest House Care Taker/Helper/Waiter)
<b>Number of position</b>	Three
<b>Category</b>	General
<b>Place of posting</b>	NICPR Noida
<b>Educational qualification</b>	10 <sup>th</sup> grade
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Six months experience of working in hotel/canteen/Guest House/Office/similar settings</li> </ul>
<b>Nature of Duties</b>	<ul style="list-style-type: none"> <li>• Ensure proper cleanliness and hygiene in guest house, mess facility and other related areas.</li> <li>• Maintaining record of Guests and dining members</li> <li>• Maintaining stock register of consumables items</li> <li>• Ensuring the upkeep/cleanliness/dusting of the guest house rooms including furnishings, bed-rolls, tables, utensils, removal of garbage etc.</li> <li>• Collecting Guest House bills/Dining bills and give proper receipt to the visitors.</li> <li>• Proper cleanliness/dusting of mess facility at all times including kitchen/ dining area and common areas including sweeping and mopping of floors</li> <li>• Cleaning of kitchen appliances, equipment, utensils and dishes</li> <li>• Assisting cook to prepare food, tea - washing, peeling and preparing basic food items</li> <li>• Removing and clearing kitchen garbage, removing dishes before and after meals from tables</li> <li>• Setting up dining tables, and serving food to guests</li> <li>• Responsible to collect and dispose-off all waste</li> <li>• Any other work given by the Director</li> </ul>
<b>Age limit</b>	Maximum 25 years
<b>Fixed Emoluments</b>	Rs. 15,800/- (monthly consolidated)
<b>Duration of contract</b>	6 months (renewable)

<b>Name of the post</b>	Multi-tasking staff (Cleaner)
<b>Number of position</b>	One
<b>Category</b>	General
<b>Place of posting</b>	NICPR Noida
<b>Educational qualification</b>	10 <sup>th</sup> grade
<b>Nature of Duties</b>	<ul style="list-style-type: none"> <li>• Sweeping, cleaning and mopping the rooms, corridors, verandahs, roof tops and compound of Guest House</li> <li>• Daily cleaning of the washrooms/ bathrooms, wash basins etc. of Guest House cum HTL facility</li> <li>• Collecting and disposing waste as per instructions</li> <li>• Any other work given by the Director</li> </ul>
<b>Age limit</b>	Maximum 25 years
<b>Fixed Emoluments</b>	Rs. 15,800/- (monthly consolidated)
<b>Duration of contract</b>	6 months (renewable)

Note:

- Age relaxation to SC/ST/OBC/Ex-service men/women/ and differently abled as per rules
- Relaxation may be given due to emergent requirement and considering lockdown and other emergency situation due to COVID-19 pandemic.
- Due to urgency of the requirement or non-availability of suitable candidates, the competent authority may grant other exemptions.
- Due to lockdown, travel barriers and urgency of shouldering the workload, preference shall be given to regional/local candidates, as they can join immediately and can reach Institute as and when required.



**The Terms & Conditions for the post are as follows: (Read carefully before submission)**

1. The Posts are purely temporary for the project duration only.
2. The incumbent selected will have no claim for regular appointment at NICPR/ICMR/Govt.
3. Appointment is terminable with one month notice from either side.
4. No benefit of Provident Fund, HRA, CTC, Medical Claims etc. is admissible.
5. Age relaxation for SC, ST, OBC, PwD as per Govt. rules.
6. Age will be counted on **01.07.2020**.
7. No travel charges will be paid to attend the interview.
8. **Date of walk-in-interview has been scheduled on 09.09.2020. No candidate entry will be allowed after 9:30 am in any condition.**
9. The number of positions can be decreased / increased at the discretion of Director, NICPR.
10. The competent authority has the right to screen /reject the candidature or cancel whole selection procedure without assigning any reason.
11. Any type of canvassing will be treated as disqualification.
12. Candidate will have to download the attached format and fill the application in all respect.
13. Candidate will have to bring original document along with self-attested copies of all relevant documents (age, educational qualification, experience, caste etc.) on the day of Interview.
14. Incomplete, without photo pasted, unsigned applications will not be received and the candidate will not be allowed to participate in the walk-in-interview.
15. Copy of Identity proof (Aadhar/PanCard/ Passport/Driving License-card type) is to be attached and original needs to be bring at the time of examination/interview.
16. Reservation certificate should be as per Govt. of India Rules.
17. Applicants should write the name of Post on the application.
18. Persons already in regular/permanent service under any Government Department /Organization are not eligible to participate.
19. The selected candidate may be assigned other work by the Director from time to time apart from designated activities mentioned in the advertisement.
20. Candidates who completely full fill the required criteria may come for interview.



(Ishwar Likhar)

Administrative Officer

NICPR, Noida