

राष्ट्रपति सचिवालय  
राष्ट्रपति भवन  
**PRESIDENT'S SECRETARIAT**  
RASHTRAPATI BHAVAN

संख्या  
No. A-33011/6/08-Estt

नई दिल्ली - 110004  
New Delhi – 110004, the ....13 January 2017

**CIRCULAR**

**Subject: Filling up vacancies of Mali Grade-III in the Work-charged Establishment of the President's Gardens, President's Secretariat, Rashtrapati Bhavan at New Delhi/Hyderabad/Shimla.**

Online applications are invited from the eligible Indian citizens for filling up the following vacancies by direct recruitment in the Work-charged Establishment of the President's Gardens, President's Secretariat, Rashtrapati Bhavan at New Delhi/Hyderabad/Shimla: -

S.No.	Name of Post and place of posting	Level in Pay Matrix	Number of vacancies	Reservation
1.	<b>Mali Grade-III (New Delhi)</b>	Level-1 {Cell-1} (Rs.18000-56900)	58	Gen – 08 ST - 13 OBC - 37
2.	<b>Mali Grade-III (Hyderabad)</b>	Level-1 {Cell-1} (Rs.18000-56900)	04	ST – 01 OBC - 03
3.	<b>Mali Grade-III (Shimla)</b>	Level-1 {Cell-1} (Rs.18000-56900)	04	ST – 01 OBC - 03

2. **Age limit** Between 18 to 30 years  
[Upper age limit relaxable for ST/ST/OBC/Ex-Servicemen/Persons with Disability etc. as per GoI norms, viz.-

**SC** – 5 years

**ST** – 5 years

**OBC** – 3 years

**Ex-Servicemen** – Service rendered in Army, Navy and Air Force plus 3 years

**Persons with Disability** – 10 years (15 years for SC/ST, 13 years for OBC);

**Departmental candidates (only the employees of President's Secretariat)** – upto 40 years in accordance with the instructions or orders issued by the Central Government.

**Widows, divorced women and women judicially separated from their husbands and who are not remarried** – Up to the age of 35 years (for Gen & OBC) & (upto 40 years for members of SCs/STs).

3. **Duties of Mali Grade-III** : As per Appendix-I
4. **Selection Procedure** : The Exam will be for 100 marks containing questions on General Awareness, 10<sup>th</sup> Class Science and Trade related questions followed by a Skill Test only for those who score minimum qualifying marks (to be fixed later) in the written test.  
Duration of Exam: 60 Minutes

5. **ESSENTIAL QUALIFICATIONS**

- i) Educational qualification  
10<sup>th</sup> Pass
- ii) Skill required:  
Gardner NSQF (National Skill Qualification Framework) level 4 certificate {given by Agriculture Sector Skill Council of India (ASCI)} or any other NSQF approved governing body.

OR

Gardening training certificate from IARI (Indian Agricultural Research Institute) or any other Government Agriculture or Horticulture University/ Institution with training duration of minimum 01 month.

6. **Essential Experience:**

Should possess a minimum of two years work experience in the trade.

**Note:** *Preference shall be given to those candidates who have worked for two years or more in a Central/State Government Nursery.*

7. On appointment, postings will be made anywhere in India particularly at New Delhi, Hyderabad and Shimla and wherever the President's Establishment for the time being may be.

8. **HOW TO APPLY:**

- i. Important dates:

Starting date for online registration: **14 January 2017.**

Last date for online registration: **30 January 2017.**

- ii. The details regarding the vacancies, the qualification, experience, conditions etc. required are at the President's Secretariat website <http://rashtrapatisachivalaya.gov.in> under the caption 'Circular for vacancies'. Eligible candidates may apply online through the link provided in the above said website of Rashtrapati Bhavan. After submitting the form online, a printout of the application duly signed has to be retained by the candidates for future reference.
- iii. Examination fee : Rs.650/- (Rs.550/- application fee + Rs.100/- intimation charges)

{All candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Persons with Disabilities (PWD) and Ex-servicemen eligible for reservation, have to pay Rs.100/- only towards intimation charges}.

- iv. Candidates already in Government service and those in Public Sector Undertakings etc. should obtain following Certificate from their Head of the Department and submit the same in the event of their selection:

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**CERTIFICATE**

(in case of Government Servants and those in Public Sector Undertakings etc.)

1. It is certified that the particulars furnished in the online application for the post of MALI GRADE-III, President's Secretariat submitted by Shri/Smt./Kum. \_\_\_\_\_ are correct.
2. It is certified that no disciplinary/vigilance case is pending or contemplated against the applicant and he/she is clear from the vigilance angle.
3. His/her integrity is certified.
4. It is certified that no minor/major penalties have either been imposed or contemplated against the applicant.
5. Copies of Annual Confidential Report for the last 5 years are enclosed.
6. It is certified that in the event of selection, the officer will be relieved of his/her duties immediately and he/she shall not be allowed to withdraw the candidature.

PLACE:

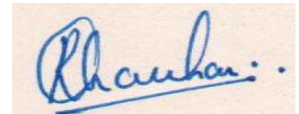
DATE:

Signature of the Head of the Department

Name \_\_\_\_\_

Designation \_\_\_\_\_

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- v. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- vi. All particulars (except Residential Address) furnished by the applicant will be treated as final and no change will be allowed therein later on.
- vii. AGE/QUALIFICATION/EXPERIENCE:  
Age/qualifications/ experience will be reckoned as on the last date of closure of receipt of online application.  
[Relaxation in age will be given to the candidates belonging to SC/ST/OBC/Ex-Serviceman/Persons with Disability/Widow etc. candidates as per Government of India norms.]
- viii. RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT FOR A POST OR POSTS: President's Secretariat reserves the right to cancel the programme of recruitment to any post(s) at any stage without any prior notice and without assigning any reason thereof.



**(Rubina Chauhan)**  
**Under Secretary (Estt)**

**Abbreviations used:** UR: Un-reserved, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribes, PWD: Person with Disability, HH: Hearing Handicapped, OL: One Leg and LV: Low Vision.

**Duties of Mali Grade-III**

1. To carry out garden operations such as care and maintenance of :
  - a) Hedges, Lawns, Shrubs, Trees.
  - b) All permanent feature in the garden.
  - c) Seasonal flowers – their planting, care and other technical requirements.
  - d) Sweeping of leaves and litter from the lawns, herbaceous borders and all garden features.
  - e) Flower arrangements and decorations in the President's Apartments/Guest Wing/Officers Bungalows/Venue of functions.
2. To carry out digging, trenching, preparation of beds and watering.
3. To prepare and look after all garden features such as crops, vegetables, flowers, fruits in terms of watering, protection from insects and pests, animals and birds and poachers etc.
4. To carry out plant protection operations in areas under garden use.
5. To perform sowing, harvesting and such other duties.
6. To act as messenger and errand boy.
7. To maintain and look after gardening tools, water pipes etc.
8. Carrying and spreading of manure and fertilizers in the fields as required.
9. To carry plants, vegetables, fruit, flowers to the main building, residences, venue of functions or such other places as may be required.
10. To prepare bouquets and garlands.
11. To assist in preparation of pickles, sauces and jams etc.
12. To assist in packing and conveyance of fruit and vegetables as required.
13. To maintain such records of equipment, insecticide and pesticide, seeds and manure or relating to manpower etc. as may be prescribed.
14. Any other duty as may be assigned by the Sectional Officer (Horticulture)/Garden Superintendent.