

राष्ट्रपति सचिवालय
राष्ट्रपति भवन
PRESIDENT'S SECRETARIAT
RASHTRAPATI BHAVAN

संख्या
No. A-35011/7/16-Adm

नई दिल्ली - 110004
New Delhi - 110004, the 30 January, 2017

CIRCULAR

Subject: Filling up vacancies of Multi Tasking Staff in President's Secretariat, Rashtrapati Bhavan, New Delhi.

Online applications are invited from the eligible Indian citizens for filling up the following vacancies by direct recruitment in President's Secretariat, Rashtrapati Bhavan, New Delhi: -

1. Name of the post : Multi Tasking Staff
2. Pay Scale : Level 1 of Pay Matrix (Minimum basic pay - Rs.18000/-)
3. No. of vacancies : 15* (UR-8, OBC-6, ST-1)
[Ex-Serviceman-3,
PwD -1 (OA, OL, HH, B or LV)]
* No. of vacancies are likely to increase or decrease.
4. Educational qualification required : 10+2 or equivalent from a recognised Board
5. Age limit : Between 18 and 27 years
[Upper age limit relaxable for SC/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 (Maximum age: General-45 yrs, OBC-48 yrs, SC/ST-50 yrs.)
Persons with Disability - 10 years (15 years for SC/ST, 13 years for OBC);
Departmental candidates - 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 (upto 40 years for members of SCs/STs), etc.]
6. Duties of Multi-Tasking Staff: As per Appendix-I
7. Examination fee : Rs.650/- (Rs.550/- application fee + Rs.100/- Intimation Charge)

[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 charge.]

8. Examination Centre : 1. Delhi/NCR 2. Chennai/Greater Chennai
3. Kolkata/Greater Kolkata 4. Mumbai/Thane/Navi Mumbai

(Note: If necessary, additional examination centres will be decided by the competent authority.)

9. **Selection Procedure:** There will be an online examination, which will consist of objective type questions of Reasoning, Numerical Aptitude, General English, General Awareness and basic knowledge of Computer. There will be 100 questions (20 questions of each subject) carrying 1 mark each and duration will be 60 minutes. Each question will have 5 options. All the questions except for General English will be available in English and Hindi.

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

11. **HOW TO APPLY:**

- i. **Important dates:**
Starting date for online registration: Wednesday, 1st February, 2017
Last date for online registration: Wednesday, 15th February, 2017
- ii. Eligible candidates have to apply online through the link provided at the President's Secretariat website <http://rashtrapatisachivalaya.gov.in> under the caption 'Circular for vacancies'. After submitting the form online with all the required documents uploaded online, a printout of the application duly signed has to be retained by the candidates for future reference.
- iii. 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:

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 Multi Tasking Staff, 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 _____

- iv. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- v. All particulars (except Residential Address) furnished by the applicant will be treated as final and no change will be allowed therein later on.
- vi. AGE/QUALIFICATION/EXPERIENCE:
Age/qualifications/ experience will be reckoned as on 25.11.2016.
[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.]
- vii. 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 (Admn)

Abbreviations used: UR: Un-reserved, OBC: Other Backward Classes, SC: Scheduled Caste, ST: Scheduled Tribes, PwD: Persons with Disability, OA: One Arm Affected, OL: One Leg Affected, HH: Hearing Impaired, B: Blind, LV: Low Vision.

ANNEXURE-I

INDICATIVE LIST OF DUTIES OF MULTI-TASKING STAFF

The duties would broadly include:

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Sectionl Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Sectionl Unit.
- f) Assisting in routine office work like diary, despatch etc., including on computer
- g) Delivering of dak (outside the building).
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Driving of vehicles, if in possession of valid driving licence.
- n) Upkeep of parks, lawns, potted plants etc.
- o) Any other work assigned by the superior authority.