

RECRUITMENT NOTIFICATION

Sub: Establishment – Chennai Custom House – Recruitment in Customs
Departmental Canteen under Group “C” Cadres – reg.

S. NO.	NAME OF THE POST	NO. OF POSTS & CATEGORY	PAY SCALE	ESSENTIAL & DESIRABLE QUALIFICATION
1.	HALWAI-CUM-COOK	01 (01 SC)	PB-1 Rs.5200-20200 + Grade Pay Rs.2000/- in 6 th CPC / Pay Level 3 in Pay Matrix (Rs.21700-69100) of 7 th CPC	<p>ESSENTIAL QUALIFICATION:</p> <p>(a) 10th class pass with certificate or Diploma in Catering</p> <p>(b) Experience:- Two years in a Government Department Undertaking.</p> <p>(c) A Trade Skill Test for cooking shall be conducted to assess suitability of the candidate.</p> <p>Note: The qualification regarding experience is relaxable at the discretion of the Competent Authority in case of candidates belonging to Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
2.	CLERK	01 (01 UR)	PB-1 Rs.5200-20200 + Grade Pay Rs.1900/- of 6 th CPC / Pay Level 2 in Pay Matrix (Rs.19900-63200) of 7 th CPC	<p>(a) 12th Class pass or equivalent with Commerce from a recognized University or Board.</p> <p>(b) A typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer (35 words per minute in English or 30 words per minute in Hindi correspond to 10500 key depression per hour or 9000 key depression per hour on an average of 5 key depression for each word.</p> <p>Note: Qualifications are relaxable at the discretion of the Competent Authority in the case of candidate otherwise well qualified.</p>

3.	CANTEEN ATTENDANT	08 (03 UR + 02 OBC + 01 EWS + 01 SC + 01 ST)	PB-1 Rs.5200-20200 + Grade Pay Rs.1800/- of 6 th CPC / Pay Level 1 in Pay Matrix (Rs.18000-56900) of 7 th CPC	Matriculation or equivalent from a recognized Board
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Age Limit: Between 18-25 years for the post for the posts at S. No. 1, 2 & 3 as on closing date

For S. No. 1, 2 & 3 - **Note:** The crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit names. In case post is advertised in Employment News or Newspaper, the crucial date for determining the age limit shall be last date upto which applications have been called for.

Upper Age relaxable to:

Central Government Civilian Employee	Relaxable for Government Servants upto the age of 40 years in accordance with the orders issued by the Central Government from time to time for the posts of S. No. 1, 2 & 3
Ex-Serviceman	For posts at S. No. 1 - 3, 3 years beyond the upper age limit after deduction of the military service rendered from the actual age, as on closing date.
OBC (as per Central List of OBCs)	3 years against reserved posts as on closing date.
SC / ST	5 years against reserved posts as on closing date.

2. Application in the prescribed format given below duly typed or neatly hand written in A4 size paper duly signed along with Left Hand Thumb Impression and along with relevant attested Photo Copies of Educational Qualifications, Mark Sheets, Proof of Age, Category Certificate, Essential & Desirable Qualification Certificates, etc., wherever necessary and four unsigned passport size photographs and two self-addressed unstamped envelopes of 25 cms. X 12 cms. are to be sent by **ORDINARY POST OR SPEED POST** addressed to

THE ADDITIONAL COMMISSIONER OF CUSTOMS (ESTABLISHMENT)
GENERAL COMMISSIONERATE
OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS,
CUSTOM HOUSE, NO. 60, RAJAJI SALAI,
CHENNAI – 600 001

The format of the application is also available at <https://www.chennaicustoms.gov.in>

3. Photographs pasted on the application will be duly self attested (self signature shall run through the Photo of the applicant and the Application Form without defacing the face).
4. Incomplete or unsigned application and applications received without photographs or proper enclosures or received after due date will summarily be rejected.
5. Mere submission of application will not confer any right on the applicant to be called for any type of test.
6. Separate application form should be submitted for each post in separate envelopes. The envelope (28 cms. X 13 cms.) containing the application must be super-scribed in bold letters as **“APPLICATION FOR DEPARTMENTAL CANTEEN POSTS-CUSTOMS COMMISSIONERATE, CHENNAI”** and also indicating the **NAME OF THE POST APPLIED FOR** and **CATEGORY** at the left side top corner of the envelope.
7. There is no Application Fee.
8. The Experience Certificate must contain period with dates, Name of Organization, Name of the post held, Salary drawn and Nature of work done, Signature of Signatory / Owner with name and seal, etc.
9. A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the Caste / Community Certificate as per the Central List of OBCs issued by the National Commission for Backward Classes and does not fall in creamy layer on the crucial date (30.06.2023).
10. The Selection Committee shall scrutinize the applications received and the short-listed candidates who fulfill the eligibility criteria stipulated above as on the closing date of receipt of application will be called for certain Trade / Skill Test / Typing Test, as applicable, for respective posts. The said Tests will be held only in Chennai. The short-listed candidates further to passing the said Tests will be called for Documents Verifications.
11. The Hall Tickets for above tests will be sent by Speed Post.
12. The results of the said Tests will be displayed in the Notice Board of Customs, O/o the Principal Commissioner of Customs, Custom House, Chennai and also in the Departmental Website i.e., <https://chennaicustoms.gov.in> and will not be published in the Newspapers.
13. Selected candidates shall be subjected to Medical Fitness Test, Verification of Character Antecedents and are liable to be posted anywhere under the jurisdiction of Office of the Principal Chief Commissioner of Customs, Custom House, Chennai.
14. Travelling Allowance will not be paid for the Trade / Skill Test / Typing Test.
15. Candidates with higher qualification may also apply.
16. Serving Government Candidates should apply through Proper Channel with a NOC Certificate from the Head of the Department that no disciplinary / vigilance case is pending against them.
17. Canvassing in any form will be a disqualification and candidature of such candidate is liable to be summarily rejected.
18. The Department reserves it right to accept or reject the candidature of any applicant and / or to cancel the recruitment process at any stage without assigning any reason whatsoever.
19. The Department reserves the right to extend the last date for submission of application, if required.

Closing Date for receipt of Application Forms: The application forms complete in every respect must reach Office of the Principal Commissioner of Customs, Custom House, Chennai on or before **30.06.2023** by post. Applications received after the closing date or incomplete in any respect shall be summarily rejected and no communication in respect of the rejected application forms shall be entertained. This office shall not be responsible for any postal delays.

Selection Procedure: The selection process shall consist of:

(i) A Trade Skill Test for cooking to assess suitability of the candidate as specified under (c) of Essential Qualification relating to the post of Halwai-cum-Cook figuring at S. No. 1;

(ii) Typing Examination as specified under (b) of Essential Qualification relating to the post of Clerk figuring at S. No. 2;

(iii) Suitable Skill Test relating to the post of Canteen Attendant figuring at S. No. 3; &

(iii) The results of the referred Trade / Skill Test / Typing Test and the further selection process will be available in Chennai Customs Website <https://www.chennaicustoms.gov.in>. The said tests will be conducted only in Chennai and the candidates will have to make their own arrangements for attending the test. No TA/DA will be paid by the Department.

