

PRESIDENT'S SECRETARIAT

(Establishment Section)

No.A-33011/6/08-Estt

20 January 2016

ADVERTISEMENT

Applications are invited from the eligible Indian citizens for the following posts in Work-charged Establishment of President's Secretariat, Rashtrapati Bhavan at New Delhi, Bolarum (Hyderabad) and Mashobra (Shimla): -

S.No.	Name of Post and place of posting	Pay Band and Grade Pay	Number of vacancies	Reservation
1.	Mali (New Delhi)	PB-1 (₹5200-20200) plus Grade Pay ₹1800/-	58	Gen – 08 ST - 13 OBC - 37
2.	Mali Bolarum (Hyderabad)	PB-1 (₹5200-20200) plus Grade Pay ₹1800/-	04	ST – 01 OBC - 03
3.	Mali Mashobra (Shimla)	PB-1 (₹5200-20200) plus Grade Pay ₹1800/-	04	ST – 01 OBC - 03

2. Applications from the eligible candidates should reach the Deputy Secretary (Estt.) latest by 29 February 2016 as per the format attached. Applications received after the due date will not be entertained.

3. **SELECTION PROCEDURE:** By Written Test.

4. Educational Qualification: 10th Pass

5. Age Limit 18-27 years (**Note:-** Age limit is relaxable by 05 years for SC/ST candidates and by 03 years for OBC candidates)

6. **HOW TO APPLY:**

- i. Eligible candidates have to apply in typewritten form for the above posts, either in English or in Hindi, strictly in the prescribed format. The format of application is at Annexure-I.
- ii. The posts shall be filled by 'Direct Recruitment'.
- iii. Applications which are illegible, not conforming to the instructions contained in this advertisement or received after the last date will be summarily rejected.
- iv. Applicants should affix one self-attested recent passport size photograph on the application form.
- 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. For candidates staying abroad and for those residing in Andaman & Nicobar Islands/Lakshadweep/Assam/Meghalaya/Arunachal Pradesh/Mizoram/Manipur/Nagaland/Tripura/Sikkim/Jammu & Kashmir and Spiti districts and Pangi Sub-division of Chamba District of Himachal Pradesh, the last date for receipt of application by post only (not by Hand or by Courier) will be 7 days after the last date specified for others.
- viii. Candidates should send their application in an envelope superscribing clearly the name of the post applied for on the cover of the envelope.

- ix. Applications complete in all respects should be sent to: -
THE DEPUTY SECRETARY (ESTT.)
PRESIDENT'S SECRETARIAT
RASHTRAPATI BHAVAN
NEW DELHI - 110004.
- x. AGE/QUALIFICATION:
Age/qualifications will be reckoned as on 29.02.2016.
Applicants should attach self-attested copies of the certificate in support of age/qualification/caste. The copy of matriculation or equivalent examination certificate should be attached as proof of date of birth. No other document will be accepted for this purpose.
- xi. 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.
- xii. The last date for receipt of applications is 29.02.2016.
- xiii. Candidates should clearly note that the President's Secretariat will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the President's Secretariat on or before the last prescribed date.
- xiv. Candidate can deposit their applications at the Central Registry, President's Secretariat, thru' Gate No. 38, Rashtrapati Bhavan, New Delhi.
- xv. The candidates will NOT be entitled for TA/DA
- xvi. The advertisement can also be accessed through President's Secretariat website <http://rashtrapatisachivalaya.gov.in>.


(Ashok Kumar)
Under Secretary

ANNEXURE-I**APPLICATION FORMAT**Name of post applied for: **MALI**

Order of preference for working place
(Mark as 1,2&3 as per your choice)

New Delhi	Bolarum (Secundrabad)	Mashobra (Shimla)	Affix recent self-attested passport size photograph

1	Name	
2	Father's Name	
3	Mother's Name	
4	Nationality	
5	Address for communication	
6	Phone / mobile phone	
7	Permanent address	
8	Date of Birth	
9	Age as on 29.02.2016	
10	Category SC/ST/OBC/GEN	

Details of Educational Qualification: -

Exam Passed	Board/Institution	Subjected Studied	Year of Passing	% of Marks

DECLARATION

I declare that I fulfil the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated.

PLACE:

DATE:

(SIGNATURE OF CANDIDATE)