



Government of India
Ministry of Health and Family welfare
Central Leprosy Teaching and Research Institute
Chengalpattu-603 001, Tamil Nadu



No.F2(29)EI/2014

Dated :

NOTIFICATION

Applications are invited in the prescribed format from the eligible candidates for the post of COOK under OBC and General category for Direct Recruitment.

| S.No. | Post Name & Pay Scale | No .of Posts | Educational Qualification |
|-------|--|-------------------------------|---|
| 1. | COOK PB-1, Rs.5200-20200 +1800 Grade Pay (pre-revised) LEVEL-1 in the PAY MATRIX (revised). | 02 posts. 1- OBC & 1-UR | 1. Matriculation or Equivalent pass. 2. Atleast two years experience as Cook/Kitchen Assistant in an establishment |

Duties and Responsibilities:

1. To attend to all works in the Kitchen relating to cooking and distribution of food to the in- patient in the wards of the hospital attached to the Institute.
2. To attend to works relating to general maintenance and cleanliness of the Kitchen.

Age: 18 to 25 years. Relaxation given 5 years for SC & ST candidates, 3 Years for OBC Candidates and additionally 10 years relaxation provided as per the DoPT guideline to Persons with Disabilities as on **31.12.2018**(Regarding age relaxation, subject to fulfillment of prescribed conditions in accordance with the Instructions or orders issued by the government of India from time to time for Direct Recruitment).

The applicants should enclose all the certificates with self-attestation in respect of Educational Qualification, Technical Qualification, Community Certificate, Experience Certificate (the experience rendered in the relevant field a proof of documentary evidence, that the individual was in the Pay Roll or payment particulars / Employees Provident Fund (EPF) Enrolment Number etc., are to be submitted to count the experience to get the benefit) and other relevant proof (related to the post) if any should also be enclosed.

Those, who are working in Central or state Government, Autonomous Institutions, Public sector undertaking on permanent / temporary / contract / Ad-hoc basis, should send their applications through proper channel along with "No Objection Certificate" (NOC). Serving candidates claiming for Age relaxation as per rule under Central Civil Service rules, relevant proof should be submitted. The last date for receipt of application is 30 days from the date of publication of this advertisement in the CLTRI Official Website, Leading News Paper, Employment Exchange and the National Career Service (NCS) Portal, Ministry of Labour and Employment whichever is earlier.

Filled application with necessary enclosure should be sent to **"THE DIRECTOR, CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE, RECRUITMENT CELL, 1ST FLOOR, CHENGALPATTU-603 001"** only by post. Incomplete and incorrect application, without signature in the application, not enclosing self-attested photo and document copies, false information given in the application and application received after due date will be summarily rejected. Applications submitted by hand and sent through Mail / Fax cannot be accepted.

Any form of canvassing (directly/indirectly) will not be entertained, if it is so, the candidature of the Candidates will be summarily rejected. The undersigned is having the right to postpone or cancel the notification at anytime without assigning any reason.


11/11/18
DIRECTOR

Notice Board /Official Website -www.cltri.gov.in/National Career Service (NCS) Portal

Application for the post of cook

(Paste Self
attested
Passport size
photograph)

1. Name :
2. Father/Husband Name :
3. Age :
4. Date of Birth :
5. Sex (Male /Female) :
6. Community :
7. Seeking any special category(as per CCS Rule)relaxation:
PwD, Widows, Divorced, Ex-service man, etc)
Documentary evidence should be submitted :
8. Nationality / Religion :
9. Address for Communication :

10. E-Mail address/contact Number :

11. Educational & Technical Qualification :

| Sl.No | Exam passed | Govt /Private | Year of Passing | Board//Institute | Percentage of Marks obtained |
|-------|-------------|---------------|-----------------|------------------|------------------------------|
| 1. | | | | | |
| 2. | | | | | |

12. Duration of the course (in the relevant field) :

13. Experience/details of employment in chronological order :

| Name and address of the Govt/Private institution) | Name of the post & status (Permanent or temporary) | Period | | Scale of Pay of the post | Nature of Work |
|---|--|--------|----|--------------------------|----------------|
| | | From | To | | |
| | | | | | |
| | | | | | |

UNDERTAKING

I hereby declare that all the statements made in this application are true and completed the best of my knowledge & belief. I understand that the department can take action against me in case, I am declared by them to the guilty of furnishing any wrong information or suppressing any facts.

Signature of the Candidate.

Date :

Place:

***(To be filled by the parent office / Department)**

Certified that the particulars furnished above by the candidate have been verified from his/her service records and found to be correct. It is also certified that no vigilance case is either pending or contemplated against him/her. His/ her ACRs (attested copies) are enclosed.* Wherever it is applicable.

Date :

place :

Signature of the Head of Office.