

PRESIDENT'S SECRETARIAT
(Administration Section)

No.A-35011/11/16-Admn

08 May, 2017

C I R C U L A R

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: -

Sl. No.	Name of Post	Level of the Pay Matrix	Educational and other qualifications required	Number of vacancies
1.	Anti Malaria-cum-Multi Tasking Staff	Level 1	<u>Educational Qualification:</u> 10+2 or equivalent in Science stream from a recognized Board. <u>Technical Qualification:</u> Computer knowledge of Microsoft suite.	8 (UR-4, SC-0, ST-1, OBC-3)
2.	Medical Female Attendant-cum-MTS	Level 1	<u>Educational Qualification:</u> 10+2 or equivalent in Science stream from a recognized Board. <u>Technical Qualification:</u> (i) Certificate in First-aid from a recognized institution; (ii) Knowledge of dressing, injection and CPR (Cardiopulmonary resuscitation); (iii) Knowledge of emergency care and maintenance of medical equipment. <u>Experience:</u> At least One year experience of working in any hospital / medical institution.	2 (UR-1, SC-0, ST-0, OBC-1) [only female candidates should apply.]
3.	Chowkidar	Level 1	<u>From Ex-servicemen of Armed Forces</u> <u>Educational Qualification:</u> 10+2 or equivalent from a recognized Board. <u>Technical Qualification:</u> Computer knowledge of Microsoft suite.	2 (UR-1, SC-0, ST-0, OBC-1) [only Ex-servicemen of Armed Forces should apply.]

2. **Age Limit:** 18-27 years [Upper age limit relaxable for SC/ST/OBC/Ex-Servicemen/Persons with Disability etc. as per GoI norms]
3. 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.
4. Brief duties of the posts: -

Sl. No.	Name of Post	Duties
1.	Anti Malaria-cum-Multi Tasking Staff	Duties related to the post of Anti Malaria-cum-Multi Tasking Staff viz. spray of insecticides, checking mosquito breeding, cleaning of surroundings and any other multi-tasking job as and when required.
2.	Medical Female Attendant - cum-MTS	Duties related to the post of Medical Female Attendant-cum-MTS viz. First Aid, Dressing, injection, cleaning and maintenance of medical equipment and any other multi-tasking job as and when required.
3.	Chowkidar	Watch and Ward duty

5. **HOW TO APPLY:**

i. **Important dates:**

Starting date for online registration: 15th May 2017 at 10.00 am.

Last date for online registration: 25th May 2017 at 6.00 pm.

Date of Examination & Selection Procedure:

The applicants will be informed about the date of Written Examination and selection procedure details after 7 days of closing date for receipt of applications through President's Secretariat web link <http://rashtrapatisachivalaya.gov.in>.

- ii. Eligible candidates have to apply online through link provided inside the option 'Circulars for vacancies' available on the website <http://rashtrapatisachivalaya.gov.in>. After submitting the form online, a printout of the application duly signed has to be retained by the candidates for future reference. The details regarding the vacancies, experience, conditions etc. required are available at above said website link.

