

**RECRUITMENT NOTICE FOR EMPLOYMENT OF CANTEEN
STAFF FOR Ex-SERVICEMEN CANTEENS & DOT URC**

1. Application are invited for the post of Director, Manager, Asst Manager and Account Clerk as per vacancy at various Ex-Servicemen Canteens located at Hisar, Jind, Rohtak, Bhiwani, Badhra, Charkhi Dadri, Bahadurgarh, Beri, Matanhail and Jhohju Kalan, & Manager for DOT URC, Hisar. Qualifications and QRs for each post are as under:

Post	QRs	Age Limit/ Technical Proficiency	Documents/Certificates to be attached with application
Director & Manager	(a) Min graduate/ Equivalent to Graduation (b) Experience in canteen/ man management. (c) Well versed/ conversant/ preferably having experience of Following:- (i) Retail & inventory management stores. (ii) Computer & smart card operations (iii) Labor Laws, Working Knowledge of Taxation and excise & minimum wages Act. (iv) Handling of documents related to Accounts.	Veteran offr of all three services of Def Forces of India. Age not more than 64 yrs as on 11 Feb 2025	(a) Two passport size latest photographs duly self-attested, one in on the right-side corner of the application and one on the acknowledgement card. (b) Attested copies of the following certificates will also be submitted with the application: - (1) Education qualification Certificates (ii) Date of Birth certificate. (iii) Discharge certificate for Ex-Servicemen. (iv) Police verification, not older than 6 months. (v) Medical certificate by authorized hospital doctor/Govt civil hospital, not older than 3 months. (vi) Experience certificate, if any.
Asst Manager	Hony Capt / Lt of all three services of Def Forces of India Age not more than 59 years as on 11 Feb 2025		
Acct Clk	(a) Min graduate/ Equivalent to Graduation (b) Knowledge of computer and its handling (c) Experience in handling accounts for 3-5 Years Age not more than 49 years as on 11 Feb 2025		

2. The Application alongwith detailed resume and self-addressed envelope with Rs. 25/stamps should reach at 33 Armoured Division Ordnance Unit, PIN-909033, C/o 56 APO by **1200hrs on 21 Jan 2025. No application will be entertained thereafter.**

3. The selected individuals on the basis of application will be called for written test for selected category, computer test and interview (Date will be intimated accordingly)

4 No Retired Officers/ JCOs & ORs tenanted the appointment of Manager/Asst manager will be given more than **04 years** for total contractual appointment in any Army Organization (Combined). **This employment is only for 11 months.**

5. Retired Officers/ JCOs & ORs while applying for appointment of Manager will furnish an affidavit giving details of all contractual appointments tenanted post retirement in any org alongwith period served and reason for relinquishing that appointment.

6. Other than consolidated salary, the employees are not entitled for any other benefits like gratuity, HRA, Conveyance allowance/TA etc.

7. Application form can be received by sending request on Whatsapp No **8700338342** On receipt of request soft copy of application will be sent to the applicant.

Management Committee, URC 33 Armd Div C/O 56APO