

# VACANCY FOR CONTRACTUAL EMPLOYMENT IN UTTARAKHAND SUB AREA STATION CANTEEN & EXTENSION COUNTER VIKASNAGAR

1. Applications are invited by HQ Uttarakhand Sub Area from candidates for the following post for Uttarakhand Sub Area Station Canteen, Dehradun & Extension Counter Vikasnagar on 11 months Contractual Basis.

Sl. No	Appt	Vacancy			Parameters	Skill Test
		Dehradun	Vikasnagar	Total		
(a)	Security Supervisor	1	-	1	(a) Experience (b) Physical Fitness (c) Communication Skills (d) Demeanour (e) Technical Knowledge (CCTV & Fire Fighting Equipment)	(a) Physical Test - Running 500 meter. - Push ups - Sit ups (b) Situation Reaction Test: 5 Situation (c) Fire Fighting Equipment Test
(b)	Store Supervisor	1	-	1	(a) Experience (b) Physical Fitness (c) Communication Skills (d) Demeanour	(a) Display of Items (b) Accounting Test (c) Maintenance of Inventory
(c)	Floor Manager	2	-	2	(a) Experience (b) Demeanour (c) Communication Skills	(a) Management of stocks. (b) Management of manpower (c) Art of display of items. (d) Situation Reaction Test: 5 Situation
(d)	Accountant	1	1	2	(a) Experience (b) Demeanour (c) Communication Skills	(a) Accounts Handling (b) Preparation of Balance Sheet (c) Computer Typing:- -Speed & Accuracy (d) Preparation of Data in Excel Sheet
(e)	Assistant Accountant	1	-	1	(a) Experience (b) Demeanour (c) Communication Skills	(a) Accounts Handling (b) Preparation of Balance Sheet (c) Computer Typing:- -Speed & Accuracy (d) Preparation of Data in Excel Sheet
(f)	Canteen Clerk	1	-	1	(a) Experience (b) Demeanour (c) Communication Skills	(a) Expert in preparing of Drafts. (b) Computer Typing:- -Speed & Accuracy (c) Preparation of Data in Excel Sheet.
(g)	Computer Operators	36	02	38	(a) Experience (b) Demeanour (c) Communication Skills	(a) Computer Handling (b) POS Machine Handling (c) Computer Typing:- -Speed & Accuracy
(h)	Sales Person	03	-	03	(a) Experience (b) Demeanour (c) Communication Skills	(a) Computer Handling (b) POS Machine Handling
(i)	Security Guard	08	-	08	(a) Experience (b) Demeanour (c) Communication Skills	(a) Physical Test - Running 500 meter. - Push ups - Sit ups
(j)	Chowkidar	07	04	11		(b) Situation Reaction Test: 5 Situations (c) Fire Fighting Equipment Test
(k)	Safaiwala	2	1	3	(a) Experience (b) Demeanour	
(l)	Multi Tasking Staff (MTS)	08	1	09	(a) Experience (b) Demeanour	(a) Physical Test - Running 500 meter. - Push ups - Sit ups (b) Situation Reaction Test: 5 Sits (c) Fire Fighting Equipment Test
<b>Total</b>		<b>71</b>	<b>09</b>	<b>80</b>		

2. Interested candidates/applicants are requested to submit their handwritten application alongwith biodata, contact number & self-attested photocopies of testimonials in support of educational qualification, work experience and copy of PAN Card and Aadhar Card to Headquarters Uttarakhand Sub Area (Canteen Office), Garhi Cantt, Dehradun-248003 by 25 Jul 2025.

3. Any application received after 25 Jul 2025 and without contact number will not be accepted. **Priority will be given to Ex-Servicemen, Veer Naries/Widows and their wards.**

## **Educational Qualification.**

(a) Minimum qualification for employment in CSD is 10+2.

(b) **For Computer Operators.** Diploma/Certificate in Computers.

(c) **For Sales Person.** Minimum one year experience in any commercial organization.

(d) **Accountant/Assistant Accountant.** Graduation with minimum one year experience in accounts handling.

(e) **For Class-IV.** 8<sup>th</sup> pass.

4. **Age Limit.** Minimum and maximum age limit is 18 to 58 years respectively for employment in CSD.

5. **There will be relaxation for age, qualification and experience for ex-servicemen/war widows/widows and wards of serving/ex-servicemen based on the discretion of the Managing Committee/Selection Board.**

6. Selection process will involve scrutiny of documents, computer proficiency test, written test, skills test, physical test and personal interview based on the Qualitative Requirement (QR).

7. The applications will be scrutinized by BOO and only short-listed candidates will be called for selection process. Subsequently merit will be drawn for successful candidates.

## **8. Duration of Employment.**

- Only 11 months on contractual basis (17 Aug 2025 to 16 Jul 2026)

## **9. Biodata duly mentioning Mobile No to be submitted to**

- HQ Uttarakhand Sub Area (Canteen Office), Garhi Cantt, Dehradun-248003, Uttarakhand

10. Last date of submission of application

- **26 Jul 2025**

11. Scrutiny of Applications

- **28 to 31 Jul 2025**

12. Date of computer proficiency test, written test, skills test, physical test and interview

- **04 to 08 Aug 2025**

13. For queries Contact

- Uttarakhand Sub Area Station Canteen.  
Tele-0135-2755261  
/Canteen Office, HQ UK Sub Area.

14. The office authority reserves the right for any amendment, cancellation and changes in whole, or in part, without assigning any reason

**OIC Canteen**