[redacted]

Fax: 25222546
ईमेलEmail: comnr5-cuschn@gov.in/cuschn-estt@gov.in

1947 TO 2047

प्रधान आयुक्त सीमा शुल्क का कार्यालय चेन्नै (सामान्य)
Office of the Commissioner of Customs (General), Chennai

सीमा शुल्क भवन, नं. 60, राजाजी सालई, चेन्नै-600001
Custom House, No. 60, Rajaji Salai, Chennai-600001
दूरभाषTelephone : 25222646, फैक्सFax No.: 25224622

RECRUITMENT NOTIFICATION

Establishment - Chennai Custom House - Recruitment of Halwai Cum Cook and Assistant Halwai Cum Cook (Group "C" Cadres) in the Departmental Canteen Functioning in Chennai Customs House- Reg.

SL. NO.	NAME OF THE POST	NO. OF POSTS & CATEGORY	PAY SCALE	ESSENTIAL & DESIRABLE QUALIFICATION
1.	HALWAI CUM-COOK	01 (01 UR)	PB-1 Rs.5200-20200 Grade Pay Rs.2000 in 6th CPC / Pay Level 3 in Pay Matrix (Rs. 21700-69100) of 7th CPC.	(a) 10th class pass with Certificate or Diploma in catering. (b) Experience- Two years in a Government Department Undertaking. (c) A Trade Skill Test for cooking shall be conducted to assess suitability of the candidate.
2.	ASSISTANT HALWAI CUM-COOK	01 (01 UR)	PB-1 Rs.5200-20200 Grade Pay Rs. 1900/- of 6th CPC / Pay Level 2 in Pay Matrix (Rs. 19900-63200) of 7th CPC.	(a) 10th class pass from a recognized Board with a Certificate or Diploma in catering from a recognized institute. (b) One year experience in cooking. (c) A trade Skill Test for cooking including maintenance of hygiene shall be conducted by the Departmental Promotion Committee to assess the suitability of the candidate.

Age Limit: Between 18-25 years for the posts at Sl. No. 1 and 2 as on closing date of receipt of applications.

Upper Age relaxable to:

Central Government Civilian Employee	Relaxable for Central Government Servants upto the age of 40 years in accordance with the orders issued by the Central Government from time to time for the posts of Sl. No. 1 and 2.
Ex-Serviceman	For posts at Sl. No. 1 and 2, 3 years beyond the upper age limit after deduction of the military service rendered from the actual age, as on closing date.

2. Application in the prescribed format given below duly typed or neatly hand written in A4 size paper duly signed along with Left Hand Thumb Impression and along with relevant attested Photo Copies of Educational Qualifications Mark Sheets, Proof of Age, Category Certificate, Essential & Desirable Qualification Certificates, etc., wherever necessary and four unsigned passport size photographs and two self-addressed unstamped envelopes of 25 cms. X 12 cms. are to be sent by **ORDINARY POST OR SPEED POST addressed to**

THE ADDITIONAL COMMISSIONER OF CUSTOMS (ESTABLISHMENT)
OFFICE OF THE COMMISSIONER OF CUSTOMS (GENERAL)
CUSTOM HOUSE, NO. 60, RAJAJI SALAI, CHENNAI-600001

The format of the application is also available at https://www.chennaicustoms.gov.in

3. Photographs pasted on the application will be duly self attested (self signature shall run through the Photo of the applicant and the Application Form without defacing the face).
4. Incomplete or unsigned application and applications received without photographs or proper enclosures or received after due date will summarily be rejected.
5. Mere submission of application will not confer any right on the applicant to be called for any type of test.
6. Separate application form should be submitted for each post in separate envelopes. The envelope (28 cms. X 13 cms.) containing the application must be super-scribed in bold letters as **"APPLICATION FOR DEPARTMENTAL CANTEEN POSTS, CHENNAI CUSTOMS** and also indicating the **NAME OF THE POST APPLIED FOR** and **CATEGORY** at the left side top corner of the envelope.
7. There is no Application Fee.
8. The Experience Certificate must contain period with dates, Name of Organization, Name of the post held, Salary drawn and Nature of work done, Signature of Signatory / Owner with name and seal, etc.
9. The Selection Committee shall scrutinize the applications received and the short-listed candidates who fulfill the eligibility criteria stipulated above as on the closing date of receipt of application will be called for Written Examination and Trade / Skill Test. The said Tests will be held only in Chennai.
10. The Hall Tickets for above tests will be sent by Speed Post.
11. The results of the said Tests will be displayed in the Notice Board of Customs, Office of the Commissioner of Customs (General), Custom House, Chennai and also in the Departmental Website i.e., **https://chennaicustoms.gov.in** and will not be published in the Newspapers.
12. Selected candidates shall be subjected to Medical Fitness Test, Verification of Character Antecedents.
13. Travelling Allowance will not be paid for the Written Examination and Trade / Skill Test.
14. Candidates with higher qualification may also apply.
15. Serving Government candidates should apply through Proper Channel with a NOC Certificate from the Head of the Department and also that no disciplinary / vigilance case is pending against them.
16. Canvassing in any form will be a disqualification and candidature of such candidate is liable to be summarily rejected.
17. The Department reserves the right to accept or reject the candidature of any applicant and / or to Postpone / Modify / Cancel the recruitment process at any stage without assigning any reason whatsoever.
18. The Department reserves the right to extend the last date for submission of application, if required.

Closing Date for receipt of Application Forms: The application forms complete in every respect must reach the Additional Commissioner of Customs (Establishment), Office of the Commissioner of Customs (General), Custom House, Chennai on or before **31.12.2025** by Ordinary or Speed post.

Applications received after the closing date/without signature, incomplete in any respect shall be summarily rejected and no communication will be provided in respect of the rejected application forms. This office shall not be responsible for any postal delays.

Selection Procedure: The selection process shall consist of:

(i) A Written Examination and Trade / Skill Test for cooking to assess suitability of the candidate as specified under (c) of Essential Qualification relating to the post of Halwai-cum-Cook and Assistant Halwai-cum-Cook figuring at Sl. No. 1 and Sl. No. 2.

(ii) The results of the said tests and further selection process will be available in Chennai Customs Website **https://www.chennaicustoms.gov.in**. The said tests will be conducted only in Chennai and the candidates will have to make their own arrangements for attending the test. **NO TA/ DA** will be paid by the Department.

APPLICATION FORM FOR THE DEPARTMENTAL CANTEEN POSTS-2025-2026

Roll No. _____ **-For Office Use**

Affix recent Photo here (Self Attested)

1. Name of the Post applied for
2. Name (as recorded in the Matriculation /Secondary School Certificate) (BLOCK LETTERS ONLY)
3. Father's Name (BLOCK LETTERS ONLY)
4. Mother's Name (BLOCK LETTERS ONLY)
5. (a) Date of Birth
   (In Figures) Date Month Year
   (In Words) _____
   (b) Age as on closing date of application (31.12.2025).
   Year Month Days
6. Gender — Write 1 for Male, Write 2 for Female
7. Category

[Scheduled Caste (SC)/Scheduled Tribe (ST)/Other Backward Classes (OBC)/ Economically Weaker Section (EWS) / Un-reserved (UR) / Ex-Serviceman (ESM)]

8. **If you are Ex-Serviceman (ESM) seeking age Relaxation Write 1**
   If you are a Central Government Civilian Employee seeking age Relaxation Write 2

Continued on page 13

[redacted]