



**GOVERNMENT OF INDIA  
DEPARTMENT OF SPACE  
INDIAN SPACE RESEARCH ORGANISATION  
ISRO SATELLITE CENTRE  
BANGALORE**

ADVERTISEMENT No. **ISAC:02:2011**

DATED : **NOVEMBER 30 , 2011**

ISRO Satellite Centre (ISAC) is the lead Centre of DOS/ISRO for the Satellite Technology in the country and has grown into a premier Centre for research and development with the primary responsibility for developing Satellite Technology and implementation of Satellite Systems for various Scientific, Technological and Application missions.

ISRO Satellite Centre invites applications for the following temporary posts, but likely to continue indefinitely:

POST NAME : CATERING ATTENDANT 'A'		
POST NO.	NO. OF VACANCIES	RESERVATION DETAILS
CA 1	1	UNRESERVED
CA 2	1	SCHEDULED TRIBE

Essential Minimum Qualification	SSLC/SSC/MATRICULATION (A copy of SSLC Marks Card/Certificate to be attached.
Gross Emoluments	` 11,100/- [ (PB1) 5200-20200/- Grade Pay ` 1800/- ]
Age limit	18-35 years as on 31.12.2011 (40 years for SC/ST candidates & 38 years for OBC candidates) Ex-servicemen and Persons with Disabilities are eligible for age relaxation as per rules.
Desirable Qualification	One year experience in Catering field ( Experience certificate need to be attached)

In addition to the gross emoluments specified, the employees are also eligible for House Rent Allowance, Transport Allowance, etc. The employees will be governed by the New Defined Contribution Pension Scheme. ISRO provides free transport (or in lieu Transport Allowance), limited housing facility (or in lieu House Rent Allowance), advances for purchase of conveyance, construction of house, etc., Leave Travel Concession, Group Insurance, etc., and extends subsidized canteen facilities. ISRO also provides attractive medical benefits to its employees.

**CONDITIONS/INSTRUCTIONS:**

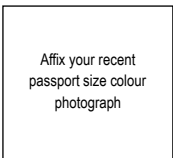
- (1) Only Indian Nationals need apply.
- (2) Candidates belonging to SC/ST/OBC should submit an attested copy of Caste Certificate issued by the Competent Authority in the prescribed Proforma applicable for reservation/Concessions of jobs under the Government of India.
- (3) Ex-servicemen have to submit an attested copy of the Discharge Certificate duly indicating the Ex-service status.
- (4) Sports persons who have participated in any of the recognized sports events will be given special consideration as per rules, if they fulfill other conditions.
- (5) Those who are already in employment under the Central Government/State Government/Public sector undertaking /Autonomous Body or any organisation which is aided by the Government should apply through Proper Channel.
- (6) Outstation candidates allowed for interview will be paid to and fro Second Class Railway fare by the shortest route from the address given in the application to the place of interview or Non-AC Bus fare, whichever is less, on production of proof of journey such as the Railway Ticket Number (s) / PNR Numbers (s) or Non-AC Bus Ticket/s etc.,. If a candidate travel in a higher class of accommodation than one prescribed by rail or by AIR, only SECOND CLASS rail fare excluding reservation/sleeper charges will be paid.
- (7) CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION. No interim correspondence will be entertained.
- (8) 30.12.2011 (LAST DATE OF RECEIPT OF APPLICATIONS) will be the cut-off date for all purposes like age, qualification, etc.,.
- (9) ISAC reserves the right not to fill any or all the posts, if it decides so. The number of vacancies indication indicated above are provisional and may vary depending on the actual requirements.

**METHOD OF APPLYING FOR THE POST:**

- (1) **How to apply?** : The application should be on a plain A4 Size paper in the format given below (neatly typed or handwritten), affixing a recent passport size colour photograph at the place provided in the application, along with attested copies of all certificates/testimonials, to be sent **by ordinary post only** to the Senior Administrative Officer ( R&R ) , ISRO Satellite Centre, Department of Space, Old Airport Road, Bangalore – 560 017, superscribing the cover with “APPLICATION FOR THE POST OF **CATERING ASSISANT 'A'** ( POST NO. \_\_\_\_\_ and CATEGORY \_\_\_\_\_), so as to reach on or before 30.12.2011, 17.00 Hours”. Applications received without the copies of certificates and after the due date will not be considered.
- (2) **Selection Process:** The qualification prescribed SSLC/SSC/MATRICULATION, the minimum requirement and possession of the same does not automatically make the candidates eligible to be called for Test/Interview. There will be an initial screening based on the details given in the application, and only those screened-in will be called for Test/Interview.

**GOVERNMENT STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE & WOMEN  
CANDIDATES ARE ENCOURAGED TO APPLY**

**Application Format**



- (1) Post No. and Post applied for :  
 (2) Advertisement No. and date :  
 (3) Name in full (in BLOCK letters) :  
 (4) Age & Date of Birth :  
 (5) Sex : Male / Female  
 (6) Nationality :  
 (7) Religion :  
 (8) Father's or Husband's name :  
 (9) Address for communication with Pin Code No, Tele. No. and E-Mail Address :  
 (10) Nearest Railway Station :  
 (11) Whether belongs to SC/ST/OBC/PH/Ex-Serviceman :  
 (Must be supported by a valid certificate)

(12) Educational Qualification indicating clearly the Examination Passed, University/Board Year and Month of Passing, Class and Percentage of Marks (enclose attested copies of certificates):

Sl. No.	Examination Passed	Institution/Board	Year & Month of Passing	Class	%age of Marks Obtained
	SSLC/SSC/ MATRICULATION				

(13) Details of the previous/present employment held, in chronological order, starting from present position backwards (enclose attested copies of certificates):

Post held	Period of service		Salary drawn	Name of the Office/ Organization with full address	Nature of Duties
	From	To			

(14) Have you executed any bond to your present employer? If so, please give details:

(15) Whether applied for any post in ISRO/DOS earlier? :  
 [If so, the details such as Name of the Centre/Unit, Advertisement Number, Post Number, Name of the Post, Date of Interview, etc., and its outcome may be furnished]

(16) Do you have any relatives in ISRO/DOS? If so, please furnish the name, designation and the Centre/Unit in which they are working. :

(17) Employment Exchange Registration Number, NCO No. and Validity period :

(18) If selected, the minimum time required to join the post :

(19) Any other information you wish to add :

(20) Reference [Names of Two Persons with Addresses and contact Phone Nos.] :

(i) Name :-	(ii) Name :-
Address :-	Address :-
Pin code :-	Pin code :-
Telephone no :-	Telephone no :-

(21) Have you ever been detained in Police custody :  
 ( if yes, give complete details of it)

(22) Whether you have been convicted by any Court of law or not :  
 ( if yes, give complete details thereto)

(23) Whether any criminal case is pending or Contemplated against you in any Court of Law. ( If yes, Please give complete details thereto) :

I affirm that the information given in this application is true and correct. I also fully understand that if, at any stage, it is discovered that any attempt has been made by me to willfully conceal or misrepresent the facts, my candidature may be summarily rejected or my employment terminated.

Place:

Date :

Signature of the Candidate