

सर्व संबंधित/All Concerned

अधिसूचना/NOTIFICATION

It is proposed to conduct selection for 1 UR vacancy for the post of Clerk-cum-Cashier (Ex-cadre) in Level-2 for Canteens in ICF. Syllabus, duties and responsibilities and application format for the post are furnished in the ANNEXURES – I & II respectively.

2. Eligibility Conditions as on the date of notification.

- i. **Service Condition:** Employees, who are working in Level-1 except RPF staff, are eligible to apply for the post of Clerk-cum-Cashier (Ex-cadre). The applicants should have completed 2 years of probationary period.
- ii. **Educational Qualification:** A minimum qualification of pass in X Std or its equivalent.
- iii. **Other condition:**
 - a. If the employees who are already working in other Ex-cadre post and get selected as Clerk-cum-Cashier (Ex-cadre), they will be allowed to continue as Clerk-cum-Cashier (Ex-cadre) till they complete normal tenure of 3 years only i.e., upto 3 years as Clerk-cum-Cashier (Ex-cadre) or upto 5 years by combining both ex-cadres, whichever is less.
 - b. Employees who had worked earlier in the ex-cadre post are eligible to apply only after a cooling period of 3 years in the cadre post.
 - c. The employees who are working as Clerk-cum-Cashier (Ex-cadre) and who have already completed their tenure as Clerk-cum-Cashier (Ex-cadre) in Canteen are not eligible.

3. आवेदन कैसे करें/How to Apply: Applications should be submitted in the proforma as in Annexure-II to their Supervisors on or before 10/11/2018. The Supervisory Officials will forward the applications to APO/G in one lot on or before 12/11/2018 certain. Application received after the last date and sent individually by the employee will not be entertained under any circumstances.

4. पैनल में रखने का तरीका/Mode of selection:

- i. The selection for the post of Clerk-cum-Cashier (Ex-cadre) will consist of the written test and perusal of record of service. The final empanelment will be on merit based on aggregate marks of "professional ability" and "record of service". However, a candidate must secure a minimum of 60% marks in professional ability and 60% marks in aggregate for being placed on the panel. There will be no classification of candidate as "outstanding".
- ii. The question paper for the written test will be bi-lingual (I.e., English and Hindi).
- iii. The empanelment will be as per Para 219 (j) of IREM, Vol.I being an ex-cadre post.

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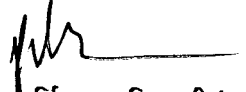
(No.PB/S1A/5/Clerk-cum-Cashier/Vol.II dt. 25 /10/2018)

5. Written Examination: The written examination for the post of Clerk-cum-Cashier (Ex-Cadre) will be advised later.

6. अवधि एवं घर्णाधिकार/Tenure and Lien:

- i. The selected candidates for the post of Clerk-cum-Cashier shall have a maximum tenure of 3 years. However, in exigencies the tenure may be extended by another 2 years.
- ii. He/She is clearly given to understand that his/her posting in ex-cadre would not confer on him/her any prescriptive right or claim for regularization/promotion/seniority or selection in ex-cadre.
- iii. The selected employee will have lien in the parent cadre and would continue to be eligible for promotion in the parent cadre according to his/her seniority position.
- iv. He/She has to seek further progression only in his/her parent cadre according to normal avenues.
- v. The administration reserves the right to repatriate him/her to his/her parent cadre even before the specified period in the interest of the administration.

All Controlling Officers/Supervisors may arrange to give wide publicity to this circular.


सहायक कार्मिक अधिकारी/सा.
Assistant Personnel Officer/G

संलग्न/Encl: Annexure- I & II.

(Notification No.PB/S1A/5/Clerk-cum-Cashier/Vol.II dt. २५/10/2018)

SYLLABUS FOR THE POST OF CLERK-CUM-CASHIER/EX-CADRE in Level-2

1. Drafting and Noting
2. Maintenance of Registers and files.
3. Daily stock Register.
4. General Knowledge, English and Letter Writing.
5. General Administrative matters, General despatch and correspondence with other offices.
6. Simple Arithmetic and Accountancy principles.
7. Official Language Policy and Official Language Rules.

DUTIES AND RESPONSIBILITIES FOR THE POST OF CLERK-CUM-CASHIER/EX-CADRE in Level-2.

1. Maintenance of store Ledger duly posting receipt and issue of Canteen items.
 2. Proper accounting of credit and Cash Bills.
 3. Maintenance of cheque book and pass book and deposit with Bank.
 4. Maintenance of daily receipt and payments Register (Day Book).
 5. Maintenance of DSR.
 6. Accounting of token sales.
 7. Drawal of items from Stores Depot.
 8. Preparation of daily Profit and Loss Statement and monthly balance sheet.
 9. Staff Matters, Leave, G.A List, Duty Roster, and Correspondence with Personnel Branch, etc.
 10. Maintenance of all Office files and correspondence with various departments.
 11. Any other job as instructed by Chairman, Secretary and Managers from time to time.
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APPLICATION FORMAT FOR THE POST OF CLERK-CUM-CASHIER (Ex-Cadre)
IN LEVEL-2.

(Notification No.PB/S1A/5/Clerk-cum-Cashier/Vol.II dt. 25 /10/2018)

1. Name (BLOCK LETTER) :
2. Emp.No. :
3. Designation :
4. Shop/Unit/T.No. :
5. Date of Birth :
6. Date of Appointment :
7. Date of entry into present grade :
8. Present Pay Band/Grade Pay :
9. Educational Qualification :
10. Technical Qualification :
(Photo copy to be enclosed)
11. Whether belongs to SC/ST :
12. Mobile Number for Contact :
13. Any other remarks :

Date:

Signature of the employee.

Forwarded to: APO/G

Forwarded by:

Date: