

सवारी डिब्बा कारखाना, चेन्नै 600 038 INTEGRAL COACH FACTORY, CHENNAI-38.

मुख्य कार्मिक अधिकारी का कार्यालय.
Office of the
Principal Chief Personnel Officer,
Dt.16/03//2019.

No.PB/S1A/5/Canteen/Manager (Ex-cadre)/Vol.V

अधिसूचना/NOTIFICATION

It is proposed to conduct selection for the post of Head Canteen Manager (ex-cadre) for Statutory/Non-Statutory Canteens in ICF and the details are furnished below. Syllabus, duties and responsibilities and Application Format for the post are furnished in the ANNEXURES – I & II respectively.

Sl.No	Name of the post / PB & GP	Level	Vacancy			
			SC	ST	UR	Total
1	Head Canteen Manager (Ex-cadre)	Level-6	1	-	4	5

2. पात्रता की शर्तें/Eligibility conditions as on the date of notification

- i. सेवा की शर्तें/Service condition: Ministerial Staff/Workshop Staff of all departments who are in Level-2, Level-4 and Level-5 of Pay Matrix are eligible. The employees should have completed their probation in initial recruitment grade and 2 years minimum service in Level-2.
Note: The position held by the employees in their cadre will only be taken for the above purpose.
- ii. शैक्षणिक योग्यता/Educational Qualification: A minimum qualification of pass in X Std or its equivalent.
(Note: Preference will be given to those who possess 3 years Diploma in Hotel Management and Catering Technology).
- iii. The 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.
- iv. The employees who are working as Head Canteen manager (ex-cadre) and who have already completed their tenure as Head Canteen Manager (ex-cadre) in Canteen recently need not apply

3. आवेदन कैसे करें/How to Apply: Applications should be submitted in the proforma as in Annexure-II to their Controlling Officers/Supervisors on or before 08/04/2019. The Supervisory Officials will forward the applications to APO/G in one lot to reach this office on or before 10/04/2019 certain. Application received after the last date and sent individually by the employee will not be entertained under any circumstances.

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(Ref: Notification No.PB/S1A/5/Canteen/Manager (Ex-cadre)/Vol.V dt.16/03/2017)

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

- i. The selection for the post of Head Canteen Manager (ex-cadre) will consist of the written test, viva-voce and 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 in bilingual.

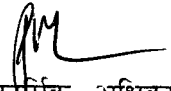
5. Date of Written Examination: Written examination for the post of Head Canteen Manager (Ex-cadre) will be 100% Objective Type with multiple choice. The date of written examination will be advised later.

6. अवधि एवं धर्णाधिकार/Tenure and Lien:

- i. The selected candidate for the post of Head Canteen Manager (ex-cadre) shall have a maximum tenure of 3 years. However, in exigencies, the tenure may be extended by another 2 years.
- ii. The candidate 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 other ex-cadre post.
- iii. Those selected will have his/her lien in the parent cadre and would continue to be eligible for promotion in the parent cadre according to his/her seniority position.
- iv. The candidate 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.

7 The notification may be downloaded from PB website.

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


सहायक कर्मिक अधिकारी/सा.
Assistant Personnel Officer/G

संलग्न/Encl: Annexure- I & II.

(Ref: Notification No.PB/S1A/5/Canteen/Manager (Ex-cadre)/Vol.V dt.16/03/2019)

Syllabus for written examination for the post of Head Canteen manager(Ex-cadre)

1. Difference between Statutory and Non-Statutory Canteens.
2. Duties and responsibilities of the Canteen Manager.
3. Laws/Rules governing for Running of Canteen.
4. Hierarchy of Canteen Management.
5. Control of cost and expenditure.
6. Establishment Matters.
7. Elementary Book Keeping.
8. General Knowledge/Current Affairs.
9. Official Language Policy.

Duties for the post of Head Canteen Manager (Ex-cadre)

The Head Canteen Manager/Ex-cadre Level-6 will have supervision over the staff under his control and his duties are as follows:

1. To assess the requirement of provisions etc. required for the day-to-day functioning.
2. To ensure implementation of policies of the Committee of Management.
3. To ensure correct accounting and maintenance of sale proceeds.
4. To supervise proper supply of edibles and beverages.
5. To control cash and prepare necessary financial statement.
6. To have overall in charges of the Canteen.
7. To control Canteen stores and to carry out duties entrusted by the Chairman/Secretary.



Application format for the post of Head Canteen Manager (Ex-cadre) Level-6

(Ref: Notification No.PB/S1A/5/Canteen/Manager (Ex-cadre)/Vol.V dt.16/03/2019)

1. Name (BLOCK LETTER) :
2. Employee No. :
3. Designation :
4. Shop/Unit/T.No :
5. Date of Birth :
6. Date of Appointment :
7. Date of entry into present grade :
8. Whether belongs to SC/ST :
9. Educational Qualification
 - (a) Academic :
 - (b) Technical :
10. Documents attached
 - (a) Academic : Yes / No
 - (b) Technical : Yes / No
11. Mobile Number :
12. Any other remarks :

Date:

Signature of the employee.

Forwarded to: APO/G

Forwarded by:

