

"GO GREEN"

सवारी डिब्बा कारखाना, चेन्नै 600 038

INTEGRAL COACH FACTORY, CHENNAI-38.

मुख्य कार्मिक अधिकारी का कार्यालय,

Office of the

Chief Personnel Officer.

दि/ Dt. 19 /03/2015.

सं. No. PB/S1A/5/Canteen Manager/Vol. III

**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. Duties and responsibilities, Syllabus and Application Format for the post are furnished in the ANNEXURES – I & II respectively.

Sl.No.	Name of the post / PB & GP	Vacancy			
		SC	ST	UR	Total
1	Head Canteen Manager (Ex-cadre) ₹ 9300-34800+4200	-	1	2	3

**2. पात्रता की शर्तें/Eligibility conditions as on 19 /03/2015**

- i. **सेवा की शर्तें/Service condition:** Ministerial Staff/Workshop Staff of all departments who are in pay band ₹ 5200-20200 with Grade Pay ₹ 1900/-, ₹ 2400/- and ₹ 2800/- are eligible. The employees should have completed their probation in initial recruitment grade and 2 years minimum service in Pay Band ₹ 5200-20200+1900.

**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 20 /04/2015. The Supervisory Officials will forward the applications to APO/Gaz in one lot to reach this office on or before 22/04/2015 certain. Application received after the last date and sent individually by the employee will not be entertained under any circumstances.

*h. Some*  
19/3/15

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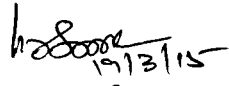
**4. पैनल में रखने का तरीका/Mode of selection:** In terms of Railway Board's letter No.E(NG)I-2006/PMI/4 dt.22/03/2006, the selection for the post of Head Canteen Manager (ex-cadre) will consist of the following method. In terms of Railway Board's letter No.E(NG)I-2008/PM7/4 SLP dt.19/06/2009, the final 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". However, as per extant orders, relaxation would be given to the reserved employees considered against reserved vacancies, if any.

Factors / Headings	Maximum marks	Qualifying marks
Written test (Professional Ability)	35	30
Viva-voce	15	
Record of Service	30	-
Total	80	48

**5. अवधि एवं घर्णाधिकार/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. He is clearly given to understand that his posting in ex-cadre would not confer on him any prescriptive right or claim for regularization/promotion/seniority or selection in ex-cadre.
- iii. Those selected will have his lien in the parent cadre and would continue to be eligible for promotion in the parent cadre according to his seniority position.
- iv. He has to seek further progression only in his parent cadre according to normal avenues.
- v. The administration reserves the right to repatriate him to his 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.

  
19/3/15  
सहायक कार्मिक अधिकारी/राज  
Assistant Personnel Officer/Gaz

**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.

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

The Head Canteen Manager/Ex-cadre in pay band ₹ 9300-34800+4200 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 Administrative Office Canteens.
  7. To control Canteen stores and to carry out duties entrusted by the Chairman/Secretary.
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**Application format for the post of Head Canteen Manager (Ex-cadre) in pay band  
₹ 9300-34800+4200**

(Ref: Notification No.PB/S1A/5/Canteen Manager /Vol.III dt. 19/03/2015)

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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/Gaz

Forwarded by: