



SOUTHERN RAILWAY

No.P(W)608/XIV/Asst.Manager/Canteen/Vol.III

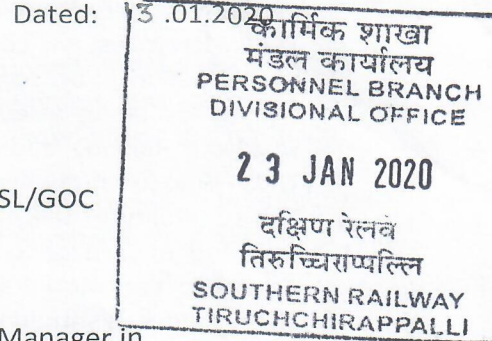
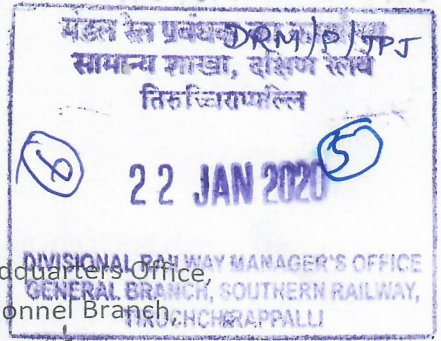
DRM/P/MAS, TPJ, MDU, TVC, PGT, SA
CAO/CN/MS, CWM/CW/PER, CWM/LW/PER, CWM/S&T/PTJ
CWM/GOC, Dy.CE/EWS/AJJ, PCMM/PER, DY.CMM/GSD/PER
SR.MPS/RPM, SR.DEE/RS/AVD, RS/TBM, SR.DME/BBQ, SR.DME/DSL/GOC
SR.AFA/W&S/GOC, APO/STORES/PER

Sub: Selection for the post of Assistant Canteen Manager in
Level 2 of VII PC Pay Matrix (GP 1900).

It is proposed to conduct a selection to fill up 10 vacancies (3 SC, 1 ST, 6 UR) of Assistant Canteen Manager in Level 2 of VII PC Pay Matrix (GP 1900) over Southern Railway against promotional quota, for which volunteers are called for.

I.CONDITIONS OF ELIGIBILITY:

- The following categories of canteen employees who possess the qualification of pass in Matriculation/ SSLC (relaxable upto VIII std pass in the case of employees who joined Railways before 01.01.2006) are eligible to be considered for the above post.
 - Eligible employees under Group I (Canteen Assistants) in Canteen services with not less than 3 years regular service Level 1 (GP Rs.1800);
 - Eligible employees under Group II (Assistant Cooks) in Canteen services with not less than 3 years regular service Level 1 (GP Rs.1800).
- This 3 years condition is relaxable to SC & ST candidates as 2 years. However, no employee will be eligible to appear in the selection unless he has satisfactorily completed the period of probation in the recruitment grade which is uniformly 2 years.
- The service rendered from the date of the regular absorption in the cadre only will be taken into account for calculating the requisite years of service in the case of Casual Labourers granted with temporary status on completion of 4 months of continuous service and finally absorbed in regular Group D post.



कार्मिक शाखा/तिरुच्चि PERSONNEL BRANCH/TPJ	
पंकाधि DPO:	
सकाधि/बा APO/T	
सकाधि/इजी APO/E	सु
सकाधि/यां APO/M	2/21
सकाधि APO/N	MG

II. SELECTION PROCEDURE:

1. As per the instructions contained in Railway Board's letter No.E(NG)1-2003/CFP/11 dated 22.09.2003 RBE No.165/2003), there will be no viva voce and the selection will be based on the written examination and scrutiny of Record of Service.
2. The Written Test will consist of 85 marks and Record of Service will consist of 15 marks.
3. The selection is on Zonal Railway basis within the canteen cadre. In the event of the employees being selected, they are liable to be posted in any of the Canteens over Southern Railway and they should be prepared to proceed to their place of posting. Those who are not willing to move need not apply for the above selection.
4. The suitability of the employees is adjudged based on their performance in the Written Test and Record of Service based on entries in the Service Book/Performance Report, Academic/Technical qualifications, Awards/Punishments etc.
5. The employees should obtain 60% marks in the written test and 60% in the aggregate for being placed in the panel. There will be 10% relaxation in qualifying marks for SC/ST employees. The promotion of empaneled employees is subject to availability of vacancies.
6. In terms of Board's letter No.E(D&A)92/RCG/149(A) dated 21.01.93, copy forwarded under this office letter No.P(A)227/P/Vol.XIX dated 11.03.93, such of those who are under suspension or against whom departmental proceedings have been initiated or proposed to be initiated for the imposition of the major penalty, will also be allowed along with other eligible employees to appear for the selection.

III. WRITTEN EXAMINATION:

1. The question paper for the written examination will be 100% Objective type of Multiple choice only. (RBE No.196/2018);
2. The written examination shall not be less than 120 minutes duration (PBC No.46/2019).
3. There will be no negative marking, since the panel shall be arranged in the order of seniority from those qualified (RBE No.194/2019).
4. In terms of Para 204.3 IREM Vol.I questions for 10% of total marks will be set apart for Official Language Policy and Rules, answering which however, will not be compulsory. (PBC 46/2019).

IV. SYLLABUS:

1. Drafting, noting and correspondence related to Canteen matters,
2. Maintenance of Registers & Files;
3. Daily Stock Register;
4. General Knowledge mainly pertaining to Railway matters, and field of work;
5. Working knowledge in English and letter writing;
6. General administrative matters;
7. Simple Arithmetic and Accountancy Principles;
8. Establishment matters

The employees willing to appear for this selection should submit their application in the prescribed proforma enclosed as Annexure-I. In case, any of the particulars submitted by the employees are found to be false at a later date or in case of any wrong declaration, their case will be summarily rejected and DAR action will be initiated against them.

The Cadre controlling Officers (Personnel and Non-Personnel) should ensure that the notification is brought to the notice of all concerned. If any of the employees are on deputation elsewhere, with their lien still on this unit, they should also be intimated about this notification.

The employees may also be advised that the list of eligible employees to be admitted to the written examination forming part of the above selection will be advised after scrutiny of their applications.

Staff required to attend the above written examination should not ordinarily be allowed to go on leave except in urgent cases. The employee concerned should be warned before being permitted to go on leave that they will forego the chance of appearing the Written Exam and that there will be no question of permitting them to appear later. There shall be no supplementary examination.

The employees who have responded to this notification are also equally responsible to attend the written examination on the scheduled date and time, provided they are found eligible. The eligible employees shall get in touch with their HQ office or with this office at frequent intervals to know the date of written examination. For enquiry, if any, they may contact the following Railway number: **ChOS/Welfare section: 22305**

The Service Registers/Performance Report of the applicants should be updated and kept ready for immediate transmission to this office whenever called for.

The tentative calendar of the selection is as under:

- | | |
|--|--------------|
| 1. Last date for submission of applications to the respective Controlling Officers by the applicants | : 13.02.2020 |
| 2. Last date for receipt of applications at PCPO/O/MAS after Due verification & certification by the Cadre Personnel Officer | : 20.02.2020 |
| 3. Date of publishing the final eligible list of employees for the written examination | : 27.02.2020 |
| 4. Date of Written examination | : 30.04.2020 |
| 5. Date of publishing written examination results | : 12.05.2020 |
| 6. Date of publication of the panel | : 31.05.2020 |

Cadre controlling Personnel Officers shall verify the particulars of the applicants with that of the information made in the application and forward eligible applications only in one bunch to the undersigned with date, on or before 13.02.2020. Applications received at PCPO/O/MAS – Welfare section after the target date will be rejected. Similarly, applications submitted by the employees after 13.02.2020 should not be considered by the Controlling Officers.

If there are no applications of the eligible employees from any unit, Cadre Controlling Personnel Officers concerned shall send a 'NIL' report.

The above selection has been initiated only after ascertaining quantifiable data of representation of SC and ST employees in the grade, as per the L shaped rosters, against relevant roster point nos.

The service documents i.e., i) updated extract of SR, ii) DAR clearance iii) Performance report and iv) SPE/Vig clearance from CVO/MS may be prepared/ obtained and kept ready in the case of all eligible applicants by the respective controlling officers.

This notification should be given wide publicity and employees who are on Leave/sick list etc, should be notified of the Selection. This notification is also available in Southern Railway Headquarters Personnel Branch web site at Railnet. Notification/Application may also be downloaded from the website.

Please acknowledge receipt.

Encl: Annexure-I


(K.Sriranganayaki)

Asst. Personnel Officer/Welfare
For Principal Chief Personnel Officer.

C/- CPO/IR for kind information.
APO/HQ & CSWI/Systems for uploading the notification in the website.
GS/SRMU, GS/AISCSTREA, GS/AIOBCREA
Sr.Canteen Manager/NGO Canteen/HQ

ANNEXURE I

APPLICATION FOR THE POST OF ASSISTANT CANTEEN MANGER
IN LEVEL 1 (GRADE PAY RS. 1900) AGAINST PROMOTIONAL QUOTA.

1	Name		Affix passport size photograph (to be attested by the Controlling Officer/Supervisory Official with seal)
2	Designation		
3	Office/Station		
4	PF No:		
5	Pay drawn in Level 1/ MACP Level and pay:		
6	Community	SC ST UR	
7	Date of Birth		
8	Date of Appointment		
9	Educational qualification (Attach attested proof)		
10	Worked as Casual Labour?	Yes No	
	If Yes, indicate a) Date of engagement b) Date of grant of temporary status c) Date of regular absorption.		
11	Any other information		
12	Railway Contact No: Mobile No:		

DECLARATION

I hereby declare that all the particulars given in this application are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false, or incorrect. I am liable to be taken up under D&AR for major penalty, apart from my application being rejected.

Date:

Place:

Signature

Name

Designation

Certified and forwarded to.....

Date:

Place:

Signature

Name

Designation

The service particulars furnished by the employee (including Casual Labour service) are verified with the entries available in the SR and found correct. It is also certified that this employee fulfils the eligibility conditions prescribed for the selection.

Signature of Personnel Officer:

Designation:

Date