

F.No.A-35021/01/2022-Admn. II  
 संघ लोक सेवा आयोग  
 Union Public Service Commission

Dholpur House, Shahjahan Road  
 New Delhi-110069  
 Dated: 1/02/2022

**VACANCY CIRCULAR**

**Sub: Filling up one(01) post of General Manager (Canteen) (General Central Service, Group-'B', Non-Gazetted, Non-Ministerial) in Level-06 (Rs.35400-112400) of the pay matrix in the O/o UPSC on deputation basis -reg.**

It is proposed to fill up one(01) post of General Manager (Canteen) (General Central Service, Group-'B', Non-Gazetted, Non-Ministerial) in Level-06 (Rs.35400-112400) of the pay matrix in the O/o UPSC on deputation basis.

**2. Eligibility Conditions: Deputation :- Officers under the Central Government**

a) holding analogous posts on regular basis in the parent cadre or department; and

b) possessing the following educational qualifications and experience:-

(i) Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration from a recognised University or Institute;

(ii) three(3) years experience in Administration and Management of Departmental Canteens.

Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for appointment by promotion.

Note 2: The period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years.

Note 3: The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the closing date of receipt of applications.

**3. List of duties & responsibilities attached to the post of General Manager (Canteen):-**

- 1) Managing & supervising all functions of canteens so as to ensure day to day smooth running of Canteens.
- 2) Administration of canteen staff.
- 3) Maintenance of all accounts.
- 4) To complete & submit all accounts progressively prepared as on the last day of every month, within 7 working days of the following month, after internal audit, to the Honorary Secretary for putting up to the Managing Committee.
- 5) The following books & records are required to be maintained & checked by General Manager:-
  - i Cash Book
  - ii Ledgers
  - iii Raw Material Stock Register
  - iv Dead Stock Register
  - v. Preparation Register (daily eatable items)
  - vi. Coupon sales register etc.
  - vii. Attendance Register
  - viii. Bill/Cash memo register
  - ix. Rate list of eatable items

- 6) To initiate ACR/Probation Report etc. in respect of all employees working in the canteens.
- 7) In cases of minor indiscipline, to issue non-recordable warning in respect of all employees working in the Canteens.
- 8) Any other additional duty allotted by the Competent Authority.

4. **Regulation of pay and other terms of deputation:**

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010 as amended from time to time.

5. **Age limit:**

The maximum age-limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

6. **Period of deputation:**

The period of deputation including the period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.

7. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma Annexure-II) alongwith the following documents may be forwarded to **Shri Amit Ghosal, Under Secretary (Admn.II), Room No.22, Annexe Building, Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi-110069** within 60 days of publication of this advertisement in the Employment News/ रोजगार समाचार:-

- (i) Integrity certificate
- (ii) List of major/ minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'nil' certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs for the last five years (2015-16 to 2019-20) (*attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India*).

The candidates must also apply online on the website of UPSC i.e. <http://www.upsc.gov.in/vacancy-circulars>. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently. For more details and prescribed proforma of application, visit the official website of UPSC. (<http://www.upsc.gov.in/vacancy-circulars>)

Government strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.

(Amit Ghosal)  
Under Secretary (Admn.II)  
Union Public Service Commission  
Tel. No.011-23388476

To:-

1. All office of Central Government (as per standard list).
2. All Notice Boards of UPSC-eligible and interested officers may forward their applications through their concerned Admn. Section within the stipulated date.
3. Web Cell, UPSC- For uploading the vacancy circular on the official website of the Commission.
4. Assistant Director, Advertisement Section, Employment News, Ministry of Information & Broadcasting, Room No.764, 7th Floor, Sookhana Bhawan, C.G.O Complex, Lodhi Road, New Delhi – 110003 – with the request to publish the indicative version of this vacancy circular in the ensuing issue of Employment News.
5. NIC, DoP&T- with a request to upload the vacancy circular on the official website of DoP&T.

**Proforma for application for the post of General Manager (Canteen) on Deputation basis in the Office of UPSC.****BIO-DATA PROFORMA**

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

- 5(A) (i) Do you hold **analogous post** on regular basis in parent cadre or department; and

- 5(B) (i) Do you possess Bachelor's Degree in Commerce or Business Studies or Economics or Public Administration from a recognised University or Institute?

(ii) Do you have **three years'** experience in Administration and Management of Departmental Canteens?

*[Please enclose supporting documents for point number 5(A) & 5(B)]*

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.

- 6.1 **Note: Borrowing departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work Experience possessed by the candidate (as indicated in the Bio-data) with reference to the post applied.**

7. Details of employment, in chronological order (Starting from entry in Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Organization	Whether Central Government/State Governments /UT's/ Universities/ recognised research Institute/PSUs/ statutory/autonomous organisation	Post held	Level of pay & basic pay	Period of Service		Nature of appointment (regular/ Ad-hoc/ deputation)	Nature of duties with brief details of works performed during the appointment
				From	To		
1	2	3	4	5	6	7	8

- 8. (a) Name of parent office/Organization to which you belong
- (b) Category of parent Office (whether Central Govt./ State Govt. / Others)
- (c) Nature of present employment (whether ad-hoc / temporary / permanent)

- 9. In case the present employment is held on deputation/contract basis, please state
  - (a) The date of initial appointment
  - (b) Period of appointment on deputation/contract
  - (c) Name of the parent office/ organization to which the applicant belongs
  - (d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

- 10. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)
  - a) Central Government
  - b) State Government
  - c) Autonomous Organization
  - d) Government Undertaking
  - e) Universities
  - f) Others

- 11. Please state whether you are working in the same department and are in the feeder grade or feeder grade to feeder grade.

- 12. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre- revised scale

Date	Pay scale (pre-revised) with Grade Pay	Basic pay (pre-revised)	Date of revision of pay	Revised Basic Pay as per 7th CPC	Level of Pay in 7th CPC Matrix

- 13. Total emoluments per month now drawn
- 14. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet if the space is insufficient)
- 15. Full postal address of forwarding authority with name & telephone number

16. Whether belongs to SC/ST

17. Remarks

Signature of the candidate  
Full office address

Tel. No.  
Email ID

Date :



(Certificate to be furnished by the Employer/ Head of Office/Forwarding Authority)

Certified that the information/details provided in the above application by the applicant namely \_\_\_\_\_ are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he/she will be relieved immediately.

2. Also certified that:-

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii. His/ Her integrity is certified.
- iii. Photocopies of the ACRs for the last 5 years (for the year 2015-16 to 2019-20) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv. \*No major/minor penalty has been imposed on him/her during the last 10 years\*
- v. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.\*  
*(\*Strike out which is not applicable.)*

Signature :

Name & Designation :

Telephone No. :

Fax No. :

Office Seal :

Place:

Dated:

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



