

Govt. of India
Lal Bahadur Shastri National Academy of Administration,
Mussoorie (LBSNAA)

The Officers Mess, LBSNAA, Mussoorie is desirous to fill up the following posts (unreserved) of Supervisory level on the direct recruitment basis for the one year on contractual and on need basis by candidate having educational qualification as follows:-

Post to be filled:

1. F&B Supervisor - 01 No.
2. Supervisor cum Store Keeper 01 no.
3. Store Keeper 01 no.

Education Qualification

Post : F&B Supervisor

Qualifications: Bachelors in Hotel Management and Catering Technology

Work Experience: At least 3 years in Officers Mess/ Hotel/Restaurant or in any reputed institution.

Description of duties:

The Mess Supervisor will work under the overall supervision of the Mess Manager and Director's Nominee/ Mess Committee. He will be responsible to perform the duties as listed below:-

1. Supervision of preparation of meals including tea and coffee in the Kitchen and pantry.
2. Ensuring cleanliness of the Kitchen, Pantry and Dining Hall.
3. Working out the requirements of the Kitchen relating to ration etc and send the requisition to the Store Keeper 24 hours in advance of the preparation of the first meal of the day.
4. To check up the preparation and ensure that the meals are ready half an hour before their service.
5. To check pilferage and wastage and report the same to Mess Manager, Director's Nominee and PMC.
6. He/she will supervise day to day functioning of the Mess and would ensure that all employees of the Mess perform their respective jobs properly and efficiently. He/she will bring to the notice of the Director's Nominee, the absence from duty

- to any Mess employees without prior permission as well as cases of any misbehavior by any Mess Employees while on duty.
7. He/She will also be required to arrange and supervise various functions and parties organized in the Academy.
 8. Any other duties assigned to them by the Mess Manager, Directorø Nominee/Mess Committee.

Post : Supervisor cum Store Keeper

Qualifications: Bachelors in Hotel Management and Catering Technology

Work Experience: At least 3 years in Officersø Mess/ Hotel/Restaurant or in any reputed institution also having the experience of Stores management.

Description of duties:

The Mess Supervisor cum store keeper will work under the overall supervision of the Mess Manager and Directorø Nominee/ Mess Committee. He will be responsible to perform the duties as listed below:-

1. Supervision of preparation of meals including tea and coffee in the Kitchen and pantry.
2. Ensuring cleanliness of the Kitchen, Pantry and Dining Hall.
3. Working out the requirements of the Kitchen relating to ration etc and send the requisition to the Store Keeper 24 hours in advance of the preparation of the first meal of the day.
4. To check up the preparation and ensure that the meals are ready half an hour before their service.
5. To check pilferage and wastage and report the same to Mess Manager, Directorø Nominee and PMC.
6. They will supervise day to day functioning of the Mess and would ensure that all employees of the Mess perform their respective jobs properly and efficiently. He will bring to the notice of the Directorø Nominee and PMC the absence from duty to any Mess employees without prior permission as well as cases of any misbehavior by any Mess Employees while on duty.
7. He will also be required to arrange and supervise various functions and parties organised in the Academy.
8. He/she shall be liable to maintain the stock registers, inwards and outwards of the stores, prepare the course wise details of the suppliers, attendance registers of the staff and crockery and machine register.
9. Any other duties assigned to them by the Mess Manager, Directorø Nominee/Mess Committee.

Post : Store Keeper

Qualifications: Bachelors in Hotel Management and Catering Technology or Graduation

Work Experience: At least 3 years in Officers Mess/ Hotel/Restaurant or in any reputed institution also having the experience of Stores management.

Description of duties:

The Mess Store keeper will work under the overall supervision of the Mess Manager and Director's Nominee/ Mess Committee. He will be responsible to perform the duties as listed below:-

1. Proper and up-to-date maintenance of Stock registers and other books of the Store.
2. Ensure that a minimum of a week's stock of dry ration is always available in the store.
3. Ensure that at least 3 days requirement of vegetables and fruits available in the store.
4. Bring to the notice of the mess duty officers and members of Mess Committee the rotten items of vegetables, fruits etc along with his remarks every day.
5. All stores should be issued on due authorization and in the presence of either the duty officer or Mess Committee Member or PMC/Secretary.
6. Ensure that all stores, dry and fresh, are properly stored and hygienically kept.
7. Maintain the store room in a clean and neat manner.
8. To submit daily messing sheet to the PMC and the Mess Accountant.
9. He/she will maintain a close watch over the stock position of various items in the Mess. He will bring to the notice of the Director's Nominee and PMC the future requirements of provisions well in time so that the stocks could be replenished.
10. Any other duties assigned to him by the Director's Nominee/Mess Committee.

Salary for all above post is Rs. 14,000 per month with the deductions shall be made on your salary against EPF Act 1952, ESIC Act 1948 and other statutory deductions applicable as per norms the statutory deduction of EPF & ESIC as per norms.

The terms and conditions for the appointment are given below:

1. This appointment shall be purely on contractual basis, with no claim for regularization on permanent basis. If the Offer of Appointment is extended for next year, based upon your appraisal an increment will be given @ 10% annually on your last drawn salary and on need basis of the institution.
2. **Termination:-** The Employee if desirous of leaving the job at any time, may terminate this agreement and his employment by giving not less than one month written notice to the Employer. If the employee leaves the job without serving the

notice period, the salary/remuneration of notice period shall be recovered from his/her salary or it can be deposited by him/her.

3. **Period:-** This offer of appointment is purely on temporarily basis for the period from 15.02.2018 to 14.02.2019 on contractual basis at consolidated salary of Rs. 14,000 per month with the deductions shall be made on your salary against EPF Act 1952, ESIC Act 1948 and other statutory deductions applicable as per norms the statutory deduction of EPF & ESIC as per norms.
4. That it is understood by you, that this employment is being offered to you on the basis of the particulars/credentials furnished by you in/ with your application for employment. If, at any time, should it emerge that the particulars/credentials as furnished by you are false/ incorrect, or if any material information has been suppressed, this appointment shall automatically be rendered void and shall be liable to termination forthwith without any notice or compensation.
5. Unauthorized absence without the prior written consent of the Director's Nominee on the Officers' Mess shall tantamount to dereliction of duty, and it may also lead to termination of employment. No salary/remuneration shall be payable for the period of unauthorized absence. No further appeal shall lie against any decision taken by the Director's Nominee on the Officers' Mess.
6. The Employer may terminate this Agreement and the Employee's employment at any time, without notice or payment in lieu of notice, for reasonable and sufficient cause. The Director's Nominee on Officers' Mess reserves the right to modify, cancel or amend, all or any of these conditions and issue supplementary conditions or amendments thereof, without previous notice and, give effect to them from the date of issuance or from any prospective date.
7. Matters not covered by these terms and conditions would be decided by the Director's Nominee on Officers' Mess, at his/her discretion, in consonance with the norms applicable to the other employees of the Officers' Mess.
8. You shall be entitled to 8 (eight) Casual leaves and 7 (Seven) medical leaves at normal pay, payable to you during your tenure of one year.
9. All questions/disputes shall be decided by the Director's Nominee of the Officers' Mess. No suit shall lie in any Court of Law, with regard to any dispute, should that arise. It shall be settled by the Director's Nominee on the Officers' Mess and, his/her decision shall be final.

Interested candidates are required to walk in with their i) application along with recent Biodata ii) Self attested copies of certificates; to the Deputy Director & Director's

Nominee on Officersø Mess, Lal Bahadur Shastri National Academy of Administration, Mussoorie-248179 on 08th January, 2018 at 3.30 pm.

No TA/DA will be admissible for walk in interview.

An interview shall be held on **Monday i.e. 08-01-2018 at 4.30 PM**. The interested candidate shall report at 3.30 pm sharp at the venue.

Venue for the interview: Gyanshila Conference Hall, LBSNAA, Mussoorie

Timings for interview: 04.30 PM

No candidate shall be allowed to appear if he/she does not appear by 03.30 Pm at the said venue and at the time mentioned.

OFFICERS MESS LBSNAA