



Office of the
Principal Chief Personnel Officer
2nd Floor, South Block, Rail Sadan,
Bhubaneswar-751017
(Odisha)

No. ECoR/Pers/06/Catering Supervisor-III/Notification/IC

Dt. 11.07.2023

NOTIFICATION

Sub: Selection for the post of Catering Supervisor Gr.-III, (Level-3) in Commercial (Catering) department of ECoR.

1. It has been decided to fill up 08 vacancies (i.e. UR-6 including one PWBD, SC-1 & ST-1) of Catering Supervisor Grade- III in Level-3 in Commercial (Catering) department of ECoR against 66.67% promotion quota. Accordingly, options are invited in the enclosed proforma vide Annexure-I from the following categories of staff with the eligibility criteria as detailed below to fill up the said vacancies through a general selection.

Sl No.	Post	Level	Vacancy	Staff eligible to apply
01	Catering Supervisor-III	Level-3	08 (UR-6 including one PWBD, SC-1&ST-1)	Jr.Clerk in level-2 and Head Bearer/Bearer, Bill Issuer, Store Issuer in level-1 of Commercial Catering department of Divisions and Headquarters of ECoR/BBS are eligible to apply. They should have completed minimum two years residency period as on 11.07.2023.

2. The selection will consists of a written examination and assessment of Service Records & Last three years APARs i.e. for the year 2019-20, 2020-21 & 2021-22.
3. The questions of the written examination will be 100% Objective multiple choice type. The answers are to be marked on OMR answer sheets which will be evaluated manually. There will be 110 objective multiple choice type questions including 10 questions on Official Language policy and Rajbhasha rules. 10 questions on Official Language policy and Rajbhasha rules are optional and not mandatory. The candidates have to darken only the correct answer option in the OMR answer sheet out of the Four given answer options i.e. (A), (B), (C) & (D). The candidate has to answer a maximum of 100 questions. In case, any candidate answers more than 100 questions, only first 100 attempted questions are to be taken for evaluation and rest will be ignored. In order to ensure authenticity, Cutting, over writing, erasing or alteration of any type in answer will not be accepted and Zero marks will be awarded for answer having correction / over writing or more than one answered. There shall be negative marking for incorrect answers. One third (1/3) of the marks allotted for each question will be deducted for wrong answers. The written test will be of 02 hrs.(120 minutes) duration. In order to qualify in the written test a candidate has to secure minimum 60% marks. The SR & APARs for the last three years of the candidates who secure minimum 60% marks in written test will be screened for empanelment by the nominated committee members. The candidate securing 60% marks in written test and 60% marks in aggregate will be placed in the panel on the basis of purely on merit.
4. Syllabus for the written examination is enclosed at Annexure-II for wide circulation.
5. The staff applying in response to this notification will not be allowed to withdraw the option in the event of his/her selection. Any advance copy submitted directly to PCPO's office/BBS without forwarding of controlling officer will not be entertained.

6. The last date for submission of applications by the candidates to the Controlling Officer is **31.07.2023**, which should reach at the office of Sr.DPO by **04.08.2023** and On completion of scrutiny in Sr.DPO's office the applications should be sent in one bunch with a covering letter and with a list of names of the applicants (eligibility/in-eligibility separately) duly indicating the reason of ineligibility, so as to reach at PCPO's Office/BBS by **11.08.2023** positively.
7. Catering Supervisor Grade-III being a Headquarter Controlled post, candidates empanelled for promotion are liable to be posted anywhere in East Coast Railway.
8. The aforesaid selection is to be conducted purely on merit basis. There will be no provision of supplementary written test for the absentees as it is a general selection.
9. The exact date, time and venue of the written test will be intimated later on.
10. This notification should be given wide publicity amongst staff of commercial catering department of ECoR, and copy of notification may also be pasted in the office notice board.
11. This notification is also available in ECoR website <https://eastcoastrail.indianrailways.gov.in> for information of all concerned.

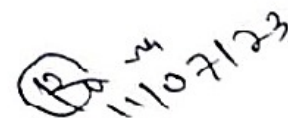
Encl: 1. Application Form (Annexure-I)
2. Syllabus (Annexure-II)


(R.C. Mahalik)

Assistant Personnel Officer (I)
For Principal Chief Personnel Officer

Copy forwarded for information and necessary action to:

- 1) PCCM/ECoR/BBS, CCM(Catering)/HQ/BBS, CPO(Admn.)/BBS
- 2) Sr.DPO - KUR, WAT & SBP and Sr.DCM-KUR/WAT & SBP
- 3) PO/RCT/BBS 6) SPO(RE)/BBS, SPO/Con/VSKP, 8) WPO/CRW/MCS, APO (Const.)/BBS
- 4) SSM(IT)/ECoR/BBS - For uploading a copy of this notification in ECoR website.
- 5) General Secretary, ECoRSC, ECoRSU, AISCSTREA, AIOBCREA/ECoR,
- 6) Notice Board (PCPO Office)



For Principal Chief Personnel Officer



Notification No. and Date	ECoR/Pers/06/Catering Supervisor-III/Notification/IC Dt. 11.07.2023
Post applied for	Catering Supervisor

PERSONAL DATA

1.	Name		
2.	Present Designation & Employee No.		
3.	Present Level in Pay Matrix		
4.	Department		
5.	Division		
6.	Community (UR/SC/ST/OBC)		
7.	Date of Birth (As entered in the Service Record)		
8.	Date, Capacity and Level of Initial appointment	Date	Casual/Substitute- Regular
		Capacity (Designation) on Regular Appointment	
		GP/Level of pay on Regular Appointment	
9.	Source of initial appointment.		
10.	Date of Regular Promotion to Present (Substantive) Grade/Level		
11.	Effective date of seniority in substantive grade	Level-1 GP 1800/-	
		Level-2 GP 1900/-	
12.	Educational qualification (As entered in Service Record)		
13.	Lien Unit in present grade		
14.	Mobile No. & Rly Ph No.		
15.	Option for medium for written examination	Hindi	
		English	

I do hereby declare that I have gone through the above referred notification, and I am volunteering for the post of **Catering Supervisor Grade-III (Level-3)** after agreeing to abide all the conditions in the said notification. I am aware that my application will not be considered if the application is deficient in any form or incorrect or not forwarded by the controlling officer /Department /Division/Unit to PCPO's Office.

Date:

Signature of the Applicant

The above named employee will be released without reliever if he/she is selected for the post applied for. As per Record he/she is free from SPE/Vig./D&A cases and not undergoing any punishment.

Date:

Signature & Desig. of the Controlling Officer With office stamp

The above particulars of the employee has been verified and found correct as per the Service Record and other particulars.

Date:

Signature & Desig. of the cadre Personnel Officer With office stamp



CATERING & VENDING SERVICES: (60%)

1. Objectives of Catering Department :-
 - i) Types of catering services- Scope of catering and vending services at Railway stations and on trains.
 - ii) Mobile and static catering Units, TSV service.
 - iii) Catering service in Mail/Express trains & Rajdhani/Shatabdi/Duronto type trains.
 - iv) Optional catering service in Rajdhani/Shatabdi/Duronto type trains.

2. Duties of Catering Inspectors :
 - i) Inspection of Catering units,
 - ii) Joint inspection of catering Units with Medical Department.
 - iii) Training and development of catering staff.

3. Catering Policy -
 - i) Awarding licenses & renewal
 - ii) Reservation in awarding Catering Units
 - iii) General Minor units (GMU) & Special Minor Units (SMU)
 - iv) Automatic Vending Machines (AVMs)
 - v) Onboard Catering Service
 - vi) Train-side vending Service & Pantry Car Service
 - vii) Milk Stall allotment
 - viii) Packaged Drinking water- Rail Neer
 - ix) Modular Stalls
 - x) Janata Meal,
 - xi) Thali Meals & Casserole Meals.

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4. IRCTC –

- i) Role, Objective & Functions,
- ii) Setting up of Food Plaza, Fast Food Units, Food Courts.
- iii) Cell Kitchens & Base kitchen
- iv) Other IRCTC projects such as Fast food units (FFU), Food courts
- v) Management of Mobile Catering unit by IRCTC
- vi) Management of WVMs
- vii) Revenue Sharing between IRCTC and Indian Railway

5. Policy on Book Stalls,

6. Policy on Misc. stalls,

7. Policy on Chemist Stall / Corner at Stations

8. Policy on Multipurpose stalls (MPS) and conversion of Book Stalls to MPS.

9. Public Complaints and redressal – Customer Satisfaction Catering Services Monitoring Cell (CSMC).

10. Medical Examination of Staff, Hygiene in preparation and Service of Food items, FSSAI Act.

11. Sales Tax/ VAT/GST etc.

ESTABLISHMENT: (10%)

12. Minimum Wages Act, 1948, D&A rules, suspension, HOER, Pass Rules, Leave rules, Advances admissible to railway employees – Organized labour in railways.

RAJBHASA: (10%)

13. Official Language Act, 1963 – Special Directives, Constitutional provisions regarding official language, Official Language Rules, 1976 (As Amended, 1987) – Incentives granted on passing Hindi Examination.

General English: (10%)

14. Grammars, Pairs of words, Synonym & Antonym, Word correction, Singular & Plural, Common errors in tense.

General knowledge (15%)

15. General knowledge & Current affairs,

P-2/2

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