

No. A-12011/33/2011-ADM  
Government of India,  
Department of Personnel & Training,  
LAL BAHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION, MUSSOORIE

LBSNAA, Mussoorie is desirous to engage one Canteen Manager on short-term contract basis initially for a period of six months, which may be extended by another two terms of six months if required. Details of pay, eligibility conditions, tenure, duties etc. for the posts are indicated below:

Pay: Canteen Manager will be paid a consolidated sum of Rs. 14,500/- p.m. and will be provided accommodation as per availability on payment of prescribed rent.

Educational qualifications and experience: (i) Bachelor's Degree in Commerce/Business Studies/Economics/ Public Administration of a recognized University/Institute. (ii) 2 years experience in Accounts work in Any Government Office or PSU or Autonomous/Statutory Organizations.

Age Limit: The age limit for appointment by short term contract basis shall not exceed 56 years as on the closing date of receipt of application.

The duties would broadly include:

- Maintaining the ledger on the daily basis for all the sales and the expenditure.
- Maintaining the monthly account for consolidated sales and purchases showing the money received from the sales and money outgo into purchases and other expenditures.
- Do the food costing for existing items and any new item to be introduced.
- Maintain the proper administration of the canteen, personnel management and deploying the staff wherever required.
- Supervise all the activities of the canteen, which included provisioning, cooking, service, hygiene, quality, and any other activity related to the efficient and smooth functioning of the canteen.
- Handle the banking transaction and canteen fund management.
- Perform the duties on holidays also if required.

Interested candidates are required to submit their application in the prescribed proforma (Annexure-I) along with self attested copies of certificates and mark-sheets in support of their qualifications/experiences. The applications should reach to Joint Director, Lal Bahadur Shastri National Academy of Administration Mussoorie-248179 on or before 17<sup>th</sup> October, 2016.

  
(Miranda Das)  
Assistant Director

LAL BHADUR SHASTRI NATIONAL ACADEMY OF ADMINISTRATION, MUSSOORIE

APPLICATION PROFORMA

FOR THE POST OF CANTEEN MANAGER ON SHORT-TERM CONTRACT BASIS

1. Applicant's Name: .....
2. Father's Name:.....
3. Date of Birth:.....
4. Contact Details :  
Mailing Address :.....  
Permanent Address:.....  
Mobile No:.....  
E-mail ID:.....
5. Educational Qualifications and experiences:  
.....  
.....  
.....
6. Present Occupation/Profession:.....
7. Nature of present employment, i.e., ad-hoc or temporary or quasi permanent or permanent. ....
8. Experience (Total Years):.....  
Experience details.....  
.....
9. Any other Information:.....
10. Enclosures attached:.....

I have carefully gone through the advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Date:.....

Place:.....

Applicant's Signature