

## UNIT RUN CANTEEN

### HQ J&B SUB AREA DANAPUR CANTT

1. Unit Run Canteen (URC), HQ Jharkhand & Bihar Sub Area, Danapur Cantt invites application for contractual employment of eleven months for 11/10 months for the following post:-

**(a) URC, HQ J&B Sub Area, Danapur Cantt**

Trade	Cat	No of Post	Qualification & Experience	
			ESM	Civ
Manager URC	ESM / Civil	01	Retired Defence Officers (Graduate and above with basic knowledge in computer) <b>Experience:</b> (a) Inventory Mgt of store /accounts and security of stores and administrative Mgt (b) Ability to handle HR issue, veterans and URC employees.	MBA in Sales/Marketing/Finance/ HR Experience. (a) Min Two Years in Departmental Stores/Inventory Mgt/ Experience in any URC will be preferred (b) Computer literate with good communication skills in English and Hindi.
Asst Manager	JCO/NCO	02	Experience in any URC will be preferred	
Storekeeper	ESM/ Civil	02	(a) Previous trade Storekeeper in Defence Service will be preferred. (b) Experience in any URC/Stores in Civil.	(a) Matric pass (b) Experience in any URC/Stores in Civil.
Billing Opr/Demand Clerk/ Server Opr	ESM / Civil	08	Experience in any URC will be preferred.	Matric pass, Computer/ Bill expertise.
Checker	ESM / Civil	07	Experience in any URC will be preferred.	Matric pass, Experience in store handling/ multi tasking will be preferred.
Helper	ESM/ Civil	01	Experience in any URC will be preferred.	(a) Experience in any URC will be preferred. (b) Matric pass.
Guard	ESM/ Civil	04	Experience in any URC will be preferred.	(a) Experience in any URC will be preferred. (b) Matric pass.
<b>TOTAL</b>		<b>25</b>		

**(b) URC, Extn Counter Area**

Billing Opr	ESM / Civil	02	Experience in any URC will be preferred.	Matric pass, Computer/ Bill expertise.
Guard	ESM/ Civil	01	Experience in any URC will be preferred.	(a) Experience in any URC will be preferred. (b) Matric pass.
<b>TOTAL</b>		<b>03</b>		

**(c) URC, Extn Counter Muzaffarpur**

Trade	Cat	No of Post	Qualification & Experience	
			ESM	Civ
Manager	ESM	01	Experience in any URC will be preferred.	
Act and URC Clik	ESM	01	-do-	
Storekeeper	ESM/Civ	01	(a) Experience in any URC. (b) Previous trade Storekeeper in any Establishment / Organization will be preferred	(a) Matric pass (b) Previous trade Storekeeper in any Establishment / Organization will be preferred
Billing Ops/Server Operator	ESM / Civil	04	Experience in any URC will be preferred.	Matric pass, Computer/ Bill expertise.
MTS/ Checker	ESM / Civil	03	Experience in any URC will be preferred.	Matric pass. Experience in store handling/ multi tasking will be preferred.
Gate Keeper	ESM/Civil	01	Experience same type of job in any URC.	
<b>TOTAL</b>		<b>11</b>		

2. **Age :** Civil - Not above 40 years  
ESM - Not above 50 years

3. Application should reach URC, HQ Jharkhand & Bihar Sub Area, Danapur Cantt on or before 15 June 2024 by registered post. No application will be accepted after 15 June 2024. Interview of candidates will be held on 29 June 2024. All candidates must report to SSI, Danapur Cantonment by 1100h on 29 June 2024. The Selection of candidates will be done by a board of officers based on short listing of application, on job test and interview. Selected candidates will be paid a fixed monthly emolument as decided by the URC Management Committee. No additional allowances will be admissible other than monthly emoluments.

4. Any dispute in term and condition incl pay & allowances will be referred to Management Committee URC, HQ J&B Sub Area. The decision of Management Committee will be final and binding. Terms and conditions incl pay & allowances cannot be challenged in any Court of Law.

Station : Danapur Cantt  
Dated : April 2024

Management Committee  
URC, HQ J&B Sub Area

