

## **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 months for the following post:-

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

Trade	Cat	No of Post	Qualification & Experience	
			ESM	Civ
Asst Manager	JCO/NCO	01	Experience in any URC will be preferred. Asst Manager should be retired JCO/NCO, Edn min graduate, preferably MBA. The incumbent is reqd to be proficient in wk on Windows and MS Office as well as handle telephone operations. Proficiency in typing, browsing internet, sending and receiving emails with capb to upload and download docus. Capb to handle Whatsapp and such like messengers/social media platforms. Adaptability to wk in new IT environment handle customized CRM software in supervisory capacity	
Storekeeper	ESM/Civil	02	(a) Previous trade Storekeeper in Defence Service will be preferred.	(a) Matric pass (b) Experience in any URC/Stores in Civil.
Demand Clerk/Server Opr	ESM/Civil	02	Experience in any URC will be preferred.	(a) Matric pass, Computer/ Bill expertise.
Billing Opr	ESM/Civil	05	Experience in any URC will be preferred.	(a) Matric pass, Computer/ Bill expertise.
Checker	ESM/Civil	06	Experience in any URC will be preferred.	(a) 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	01	Experience in any URC will be preferred.	(a) Experience in any URC will be preferred.. (b) Matric pass.
	<b>TOTAL</b>	<b>18</b>		

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

Billing Opr	ESM/Civil	02	Experience in any URC will be preferred.	(a) Matric pass, Computer/ Bill expertise. (b) Experience in any URC will be preferred.
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**

Manager	ESM	01	a) Experience in any URC will be preferred..	
Acct and URC Clk	ESM	01	-do-	
Storekeeper	ESM/Civil	01	(a) Experience in any URC (b) Previous trade Storekeeper in Defence Service will be preferred.	(a) Matric pass (b) Previous trade Storekeeper in any Establishment/Organization will be preferred
Billing Oprs	ESM/Civil	04	Experience in any URC will be preferred.	Matric pass, Computer/ Bill expertise.
	<b>TOTAL</b>	<b>07</b>		

2 Age: Civil-Not above 45 years (Age not above than 45 years for Civil as on date application recd).  
ESM-Not above 55 years (Age not above than 55 years for ESMS as on date application recd).

3. Application should reach URC, HQ Jharkhand & Bihar Sub Area, Danapur Cantt on or before 10 June 2025 by registered post. No application will be accepted after 10 June 2025. Interview of candidates will be held on 28 June 2025. All candidates must report to SSI, Danapur Cantonment by 1100h on 28 June 2025. 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: May 2025

**Management Committee**  
**URC, HQ J&B Sub Area**