NOTICE

Ref: TFR:NCB:298:25-26   **Dated: 19ᵗʰ September 2025**

Subject: Syllabus for the written and skill test for the post of Supervisor (Canteen) - Unreserved

Reference: Advt. No.19/2025: Appointment for the post of Supervisor (Canteen)- Unreserved on permanent basis

With reference to the advertisement for the post of Supervisor (Canteen) - Unreserved on permanent basis, the syllabus and pattern for the said examination is being notified for information of all concerned:

Syllabus & Pattern for Written Test and Skill Test:

A. Written Test: Duration: 2 hours (Total: 100 marks)

Syllabus:

a) **General Aptitude:** Numerical Aptitude, Logical Reasoning, General English, Computer Proficiency, Awareness & Current Affairs.

b) **Professional Knowledge**
   - **Hospitality and Food Production:** Introduction to Cookery; Kitchen Organisation; Food Production; Purchasing and Stores Management; Food & Beverage Operations. Topics include: skills in cookery, classification of modern cookery, equipment & safety, kitchen hierarchy and staffing, principles & methods of cooking, types of menu, bakery & pastry, purchasing systems, stock management, catering control, banquets, and buffet planning.

   - **Housekeeping and Maintenance:** Housekeeping in hospitality operations; hostel and guest house maintenance; cleaning equipment & care; food hygiene & nutrition; food safety protocols; pollution and waste disposal; pest control; maintenance of canteen accounts; and service contracts related to housekeeping.

c) **Government Rules/Norms relevant to the subject.**

Pattern: Objective type

There will be NO negative marks.

B. Skill Test: Duration: 60 Minutes (Total: 50 marks)

The Skill Test is the next stage in the selection process. Candidates who qualify the Written Test will be called to appear for the Skill Test

Syllabus:
   Applications of everyday office work like MS-Word, MS-Excel, MS-Power-point, MS-Access etc., Typing skill, including usage of computer applications, noting, drafting, Email-communication etc.,

Pattern: Qualifying in nature.

The syllabus mentioned above is indicative not exhaustive.

To reasonably limit the number of candidates for the Skill Test, up to 12 candidates will be called for the Skill Test, who rank highest in the order of merit.

At the time of selection wherein cases of more than one candidate secures equal aggregate marks, these tie cases will be resolved by applying the following criteria, one after another, as applicable till the tie is resolved.

(i) Date of Birth: - Older candidates placed higher on the merit list
(ii) Alphabetical order (English Language) in which the names of the candidate appear.

Candidates are required to check the Institute's website frequently.

This is issued with the approval of the competent authority of the institute.

Sd/-
Head, Administration and Finance
NCBS - TIFR