

पूर्व मध्य रेल

कार्यालय
महाप्रबंधक कार्मिक
हाजीपुर

पत्र सं० - रूनिंग/ई-फाईल सं०-101949

सभी विभागाध्यक्ष/पूमरे/हाजीपुर।
मंडल रेल प्रबंधक/पूमरे, धनबाद, डीडीयू,
दानापुर, सोनपुर एवं समस्तीपुर।
मुख्य कारखाना प्रबंधक/पूमरे/पीडी/डीडीयू,
यांत्रिक कारखाना/समस्तीपुर एवं सीआरडब्ल्यू/हरनौत।

विषय : - NVACANCY NOTICE No.2/2021

संदर्भ : - Railway Sports Promotion Board का पत्रांक-
2021/E(Sports)/RSRB/09/03 Dated 15.04.2021

विषयांकित से संबंधित संदर्भित पत्र की प्रति सूचनार्थ, मार्गदर्शन एवं अग्रेत्तर
कार्यवाही हेतु प्रेषित की जा रही है ।

संलग्नक :- यथोपरि ।

Signed by Saurabh Sawarn
Date: 10-05-2021 12:20:43
Reason: Approved

(सौरभ सावर्ण)

वकाधि/ई.एस.एम

कृते महाप्रबंधक कार्मिक/पूमरे/हाजीपुर

प्रतिलिपि :-

सकाधि/एम.पी.पी./पूमरे/हाजीपुर :- कृपया पूमरे के ऑफिसियल वेबसाईट पर अपलोड
कराने की व्यवस्था करें ।

कृते महाप्रबंधक कार्मिक/पूमरे/हाजीपुर

पूर्व-मध्य

19 APR 2021

VACANCY NOTICE NO.2/2021

2021/E(Sports)/RSPB/09/03

ISSUED ON 15.04.2021

19 APR 2021

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ORGANIZATION	RAILWAY SPORTS PROMOTION BOARD
TITLE AND NO. OF POSTS	ASSISTANT ACCOUNT OFFICER (AAO) (01 POST)
LOCATION	RAIL BHAWAN, NEW DELHI
DURATION	3 YEARS
TERM OF APPOINTMENT	DEPUTATION
AGE	PREFERABLY BELOW 50 YEARS
SCALE OF PAY	BASIC PAY DRAWN IN PARENT CADRE
ELIGIBILITY	EMPLOYEES HOLDING POST OF SECTION OFFICE (A/C) / SR. SECTION OFFICER (A/C) IN GP RS.4800 OR HIGHER (WHO HAVE PASSED APPENDIX- III EXAM)
JOB DESCRIPTION	MAINTAINING ACCOUNTS OF RSPB, PREPARING BUDGET, DISBURSEMENT OF FUNDS, RECORDS OF ASSETS OF RSPB, SPORTS INFRASTRUCTURE ON RAILWAYS, AUDIT OF ACCOUNTS, ALL COMPANY MATTERS, PAYMENTS TO RSPB STAFF AND MAINTAINING THEIR SERVICE RECORDS. DESIRABLE: EXPERIENCE IN HANDLING SPORTS MATTERS, PUBLIC DEALING AND HAVING GOOD COMPUTER KNOWLEDGE
REQUIREMENTS	CANDIDATE SHOULD BE ABLE TO INDEPENDENTLY HANDLE ACCOUNTS / AUDIT WORK. SHOULD HAVE GOOD COMMUNICATION AND LAISONING SKILLS AND COMPUTER KNOWLEDGE.
MINIMUM SERVICE	OFFICER/ OFFICIAL SHOULD HAVE RENDERED AT LEAST 5 YEARS OF REGULAR SERVICE ON INDIAN RAILWAYS
NOTE	APPLICANTS WILL NOT BE ALLOWED TO WITHDRAW THEIR NAMES IN CASE THEY ARE SELECTED FOR DEPUTATION. CANDIDATE WILL HAVE TO SEND APPLICATION THROUGH PROPER CHANNEL
CLOSING DATE	30 DAYS FROM DATE OF ISSUE OF NOTICE

In case of candidates earlier been on deputation, they may fulfill the mandatory 'Cooling off' period of 3 years.

Please forward applications of willing employees along with bio-data indicating previous postings together with a statement giving details of previous deputation, if any, duly signed by the applicant, Vigilance / D&AR clearance and authenticated copies of APARs of last 5 years addressed to the Secretary, Railway Sports Promotion Board, Room No.452, Rail Bhavan, Raisina Road, New Delhi-110001.

(Bhaskar Roy Choudhury)
Jt. Secretary /RSPB &
Dy Director / Estt (Sports)
(Railway Board)

- Copy to: 1. General Manager (P), all Zonal Railways / Production Units.
2. Joint Secretary, Joint Secretary (G), ERB-I / ERB-II, Railway Board.
3. 'G' Branch, Railway Board – for notice board.

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मुकाधि/आईआर
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सहाय्यकार (का)