

पूर्व मध्य रेल  
EAST CENTRAL RAILWAY



कार्यालय  
महाप्रबंधक(का.)  
हाजीपुर

e.Office file No.ECR-HQ0PERS (RULE)/6/2021 (C.N-101949)

दिनांक- .11.2024

- सभी विभागाध्यक्ष/पूमरे/हाजीपुर।
- मुख्य प्रशासनिक अधि०/निर्माण उत्तर एवं दक्षिण/महेन्द्रघाट/पटना।
- DRM(P)/पूमरे/दानापुर,डी. डी. यू. धनबाद, सोनपुर एवं समस्तीपुर।
- CWM/पी डी/डीडी यू. यांत्रिक कारखाना/समस्तीपुर एवं CRW/हरनौत।

विषय : VACANCY NOTICE No.25/2024

संदर्भ: CRIS letter No: CRIS/HQ/DEPT/63/2024-PERS, Dated: 05-11-2024

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विषयांकित से सम्बंधित संदर्भित पत्र की प्रति सूचनार्थ, मार्गदर्शन एवं अग्रेतर आवश्यक कार्रवाई हेतु प्रेषित की जा रही है।

A copy of the referred letter related to the subject matter is being sent for information, guidance and further necessary action.

संलग्नक : यथोपरि।

Signed by  
Manoj Kumar Choudhary  
Date: 29-11-2024 16:50:33

(एम. के. चौधरी)  
सकाधि/ई.एस.एम.  
कृते महाप्रबंधक (का.)/पूमरे/हाजीपुर

No: CRIS/HQ/DEPT/63/2024-PERS

Dated 05/11/2024.

VACANCY NOTICE NO: 25 /2024

|    |                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Nomenclature of the Post                                 | : Assistant Manager/COA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 2. | No. of Vacancies                                         | : One                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3. | Location                                                 | : Mumbai                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4. | Duration and Term of Deputation                          | : Five Years on usual terms and conditions of deputation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 5. | Terms of Appointment                                     | : Deputation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6. | Scale of Pay                                             | : Level – 10 ( as per 7 <sup>th</sup> CPC Pay Matrix) – Assistant Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 7. | Pay and Allowance                                        | : As per CRIS norms.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8. | Eligibility, Experience and Specific requirement, if any | <p>Railway employees working in substantive grade of level 7 &amp; 6 (non Gazetted) are eligible to apply.</p> <p>Railway employees essentially conversant with computers &amp; network environment and preferably working in Operating or commercial department &amp; conversant with Train Operations and relevant experience of handling Railway IT applications like FOIS, ICMS etc.</p> <p>Note:-</p> <p>Eligibility criteria for consideration in level 10 as Assistant Manager:</p> <p>Railway employees working in substantive grade of Level-7 with 5 years' service in relevant grade OR</p> <p>Railway employees working in substantive grade in level-7 with less than 5 years in relevant grade but have completed 6 years minimum service in substantive grade in Level- 6&amp;7 and with minimum 20 years of service in Group 'C' OR</p> <p>Railway employees working in Substantive grade of level -6 with minimum 6 years service in relevant grade and should have completed minimum 20 years service in Group 'C'. OR</p> <p>Railway employees working in level-8 (Non-Gazetted) under MACPS</p> |

प्रमुकाधि  
मुकाधि प्रशा  
मुकाधि/आईआर  
उप मुकाधि/राज  
उप मुकाधि/मा  
उप मुकाधि/आईआर  
मुकाधि  
समुकाधि ESM  
विधि अधिकारी  
र. सरकार (का)

चाणक्यपुरी, नयी दिल्ली- 110021

CHANAKYAPURI, NEW DELHI-110021

टेलीफोन / TELEPHONE : 24104525, 24106717, फैक्स/FAX : 91-11-26877893

Prachi

|     |                                                                              |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                                                              |   | <ul style="list-style-type: none"> <li>The employee should be conversant with functioning in computerized environment.</li> </ul>                                                                                                                                                                                                                                                                                                                                   |
| 9.  | Age                                                                          | : | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 10. | The date up to which CRIS is exempted from the rule of immediate absorption. | : | Up to 19/05/2026                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 11. | Retention of Railway accommodation during deputation tenure in CRIS          | : | Yes, Retention of Railway accommodation is permissible as per Board's guidelines issued from time to time.                                                                                                                                                                                                                                                                                                                                                          |
| 12. | Perks and Benefits                                                           | : | <p>Leasing of Private accommodations is admissible on the rates admissible to Railway Officers.</p> <p>Officers Joining CRIS, on deputation basis may opt for CRIS Medical facility for self and dependent family members. For availing CRIS Medical facility, Railway Officers joining CRIS has to surrender Railway Medical Card in Railway.</p> <p>Transportation as per Central Government Rules.</p> <p>Other benefits, as per the extent Policy in vogue.</p> |
| 13. | Closing Date                                                                 | : | 30 Days from the date of issue.                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 14. | Web Address                                                                  | : | <a href="http://www.cris.org.in/career/">www.cris.org.in/career/</a>                                                                                                                                                                                                                                                                                                                                                                                                |

The Vacancies are required to be filled up urgently. Hence, it may be given wide publicity. The application of willing staff must be forwarded by Cadre Controlling Officer/Establishment Office as mentioned in the attached prescribed format along with the following formalities. The same may please be forwarded to Ms Preeti Sethi, Manager/HRD & Personnel, CRIS, HQrs Office, Chanakyapuri, New Delhi email ID: [sethi.preeti@cris.org.in](mailto:sethi.preeti@cris.org.in) or Shri Chander Singh, Assistant Manager/Personnel, CRIS, HQrs Office, Chanakyapuri, New Delhi email ID: [singh.chander@cris.org.in](mailto:singh.chander@cris.org.in):-

- 1 D&AR/Vigilance Clearance and ;
- 2 APARs/ACRs for the last 3 years;
- 3 Service particulars of the employees are given in Application Form must be VERIFIED by the Controlling Officer/Establishment Officer.

  
 (Preeti Sethi)  
 Manager/HRD & Personnel

General Manager (P)  
All Zonal Railways / PUs.

PREScribed FORMAT

(Paste latest  
passport size  
photograph)

FOR SUBMISSION OF APPLICATION ON DEPUTATION BASIS.

|                                                   |                                                      |  |
|---------------------------------------------------|------------------------------------------------------|--|
| Important<br>(Please<br>don't<br>leave<br>blanks) | Vacancy Notice No                                    |  |
|                                                   | File No<br>(appears on the top left side of notice)  |  |
|                                                   | Post against which application has been<br>submitted |  |
|                                                   | Choice of station<br>(wherever applicable)           |  |

Personal Data

|    |                                                                        |  |
|----|------------------------------------------------------------------------|--|
| 1  | Name                                                                   |  |
| 2  | Father's name                                                          |  |
| 3  | Gender                                                                 |  |
| 4  | Department                                                             |  |
| 5  | Category                                                               |  |
| 6  | Date of birth                                                          |  |
| 7  | Date of Appointment and Appointed<br>as.....                           |  |
| 8  | Present Pay Scale ( Level) and basic pay<br>as on date of application. |  |
| 9  | Present Designation & Railway/Division                                 |  |
| 10 | Contact Details                                                        |  |
|    | (a) Email ID                                                           |  |
|    | (b) Telephone (O)                                                      |  |
|    | (c) Telephone (R)                                                      |  |
|    | (d) Mobile Number                                                      |  |

11. Educational Qualification

| SN | Educational Qualification | Year/Division | School/Institution/University<br>Place/Country |
|----|---------------------------|---------------|------------------------------------------------|
|    |                           |               |                                                |
|    |                           |               |                                                |
|    |                           |               |                                                |
|    |                           |               |                                                |
|    |                           |               |                                                |

12. Experience Details:-

| Sno | Designation & Railway/<br>Division with Place of<br>Posting | Grade/Level | From<br>(DD/MM/YY) | To<br>(DD/MM/YY) |
|-----|-------------------------------------------------------------|-------------|--------------------|------------------|
|     |                                                             |             |                    |                  |
|     |                                                             |             |                    |                  |
|     |                                                             |             |                    |                  |
|     |                                                             |             |                    |                  |
|     |                                                             |             |                    |                  |

|    |                                                                                                                          |  |
|----|--------------------------------------------------------------------------------------------------------------------------|--|
| 13 | Details of previous deputation/ Foreign assignment, if any                                                               |  |
| 14 | Whether debarred from deputation? If yes, please furnish details                                                         |  |
| 15 | Whether cooling off period completed? If yes, date of return from previous deputation with details, wherever applicable. |  |

I certify that the above information is true to the best of my knowledge and belief. I am liable to be disqualified, if any, information given above is found to be incorrect/incomplete or false.

(Name & signature of applicant )

No

Dated / /

The above service particular of Shri/Smt/Ms ..... , Design ....., Railway ..... are found correct as per records available in this office.

(Name & Designation of Cadre Controlling Officer  
/Establishment Office with Stamp)