

पूर्व मध्य रेल
EAST CENTRAL RAILWAY



कार्यालय
महाप्रबंधक(का.)
हाजीपुर

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

दिनांक- As signed

- 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 : Filling up of 02 (two) posts of Upper Division Clerk in the office of
Commissioner of Railway Safety, Western Circle, Mumbai - reg.

संदर्भ : Ministry of Civil Aviation letter No:13-5/47-(I)/354, Dated: 17.07.2025

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

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

संलग्नक : यथोपरि।

Signed by
Prakash Kumar Singh
Date: 21-08-2025 17:08:16

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



सत्यमेव जयते

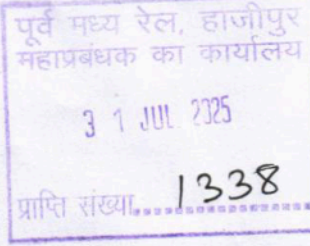
रेल संरक्षा आयुक्त
(पश्चिम परिमंडल)
२री मंजिल, चर्चगेट स्टेशन उप भवन,
एम. के. रोड, मुंबई - 400 020
टेली. फैक्स : 022 - 22034351

भारत सरकार
नागर विमानन मंत्रालय
(रेल संरक्षा आयोग)
GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION
(COMMISSION OF RAILWAY SAFETY)



COMMISSIONER OF RAILWAY SAFETY
(WESTERN CIRCLE)
2nd Floor, Churchgate Stn. Bldg.
Annexe, M. K. Road, Mumbai - 400 020
Tele Fax : 022 - 22034351

No.13-5/47-(I)/354



Mumbai, dated: 17 .07.2025

VACANCY CIRCULAR

Sub: Filling up of 02 (Two) posts of Upper Division Clerk in the office of Commissioner of Railway Safety, Western Circle, Mumbai – reg.

सचिव 1. The Commission of Railway Safety, Western Circle, Mumbai, working under the administrative control of Ministry of Civil Aviation of the Government of India, invites applications from willing and eligible candidates under Central Government of India to fill up the post of Upper Division Clerk as below: -

Name of the post	Category	Scale of Pay	Vacancy details		Mode of appointment	Eligibility criteria for the post
			No. of posts	Circle office		
Upper Division Clerk	UR	Level – 4 (R.25500 – 81100) General Central Service, Group “C” Non-Gazetted Ministerial	02 (TWO)	Western Circle, Mumbai	Deputation	(i)Holding analogous post on regular basis in the parent cadre or Department; or (ii)With eight years’ regular service in the grade of Lower Division Clerk or equivalent.

2. Application of willing candidate, fulfilling the above conditions and eligibility as per the attached Recruitment Rules may be forwarded through proper channel only along with: -

- (i) Bio-data (in duplicate) as in the proforma given as Annexure-A.
- (ii) Photocopies of ACRs for the last five years duly attested on each page by an officer not below the rank of Under Secretary to the Govt. of India along with duly attested copy of grading sheet of all ACRs provided.
- (iii) Vigilance Clearance Certificate
- (iv) A statement given details of major/minor penalties imposed on the officer, if any, during the last 10 years.

3. The period of deputation shall be five years. The lending organisation may relieve an officer for a lesser period, as per its policy/rules/regulations, subject to a minimum of three years.

4. The Maximum age - limit for appointment by deputation shall be not exceeding fifty-six years as on the last date of receipt of applications.

5. The officials selected will be posted at Office of Commissioner of Railway Safety, Central Circle, Mumbai.

6. The complete application should be submitted to the Circle office within 60 days from the date of issue of this circular on the website of Ministry of Civil Aviation at [https://www.civilaviation.gov.in/recruitments or employment News](https://www.civilaviation.gov.in/recruitments%20or%20employment%20News). The address of the Circle office of the Commission of Railway Safety is as below :-

OFFICE OF THE COMMISSION OF RAILWAY SAFETY,
WESTERN CIRCLE, 2ND FLOOR,
CHURCHGATE STATION BUILDING. ANNEXE,
MAHARSHI KARVE MARG, MUMBAI - 400 020.

7. In addition to entitled LTC, one set of complimentary railways pass and one set of privilege ticket order of appropriate class will be given to the employee so appointed in the Commission of Railway Safety during the period of deputation. However, for Railway employees, the normal pass rules will apply.

8. Terms & Conditions:-

- (i) The applicant must fulfill the essential qualification and experience for the post as mentioned above as well as other conditions stipulated in this advertisement.
- (ii) The applicant is advised to satisfy himself/herself before applying that he/she possess at least the essential qualification/experience as laid down in the respective Recruitment Rule for the post.
- (iii) Only applications received through proper channel and with the approval of Cadre Controlling Authority shall be considered for appointment.
- (iv) The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of application.

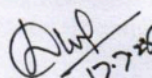
- (v) The applicants should ensure that their application must reach before closing date.
- (vi) The application received after the closing date or other than through proper channel or without ACRs or incomplete in any respect shall not be entertained.

9. The candidates, once selected for the post, will not be allowed to withdraw their candidature subsequently. It may please be noted that incomplete applications will not be entertained.

10. The undersigned reserves the right to withdraw this circular at any time, without assigning any reason.

Encl : As above




(Dev Prakash)

Deputy Commissioner of Railway Safety,
Western Circle, Mumbai.

Copy to :

1. O/o Chief Commissioner of Railway Safety (Ministry of Civil Aviation), 3rd Floor TA Building, State Entry Road, New Delhi-110001 for information with a request to get it uploaded on website of Commission.
2. **All General Managers** of Indian Railways with a request to circulate among the staff and forward the applications to this office, if any.
3. Under Secretary (CS-I), Department of Personnel & Training, 2nd Floor Lok Nayak Bhawan, Khan Market, New Delhi with a request to publish the above circular through DOPT website.
4. Ministry of Railways, US(D) with a request to publish the above circular through Ministry website.
5. SD & IT section, MoCA for publishing it on website www.civilaviation.gov.in/recruitments.
6. O/o Director General Border Roads, Seema Sadak Bhawan, Ring Road, Naraina, Delhi Cantt, New Delhi 110010, with a request to circulate among the staff working under your control and forward the applications to this office.
7. Central Government offices located in Mumbai & Navi Mumbai.
8. **The Commissioner of Railway Safety**, Central Circle, Southern Circle, South Central Circle, Northern Circle, North Eastern Circle, Eastern Circle, South Eastern Circle, North East Frontier Circle & CMRS/Metro Circle/NDLS, with a request to circulate among the staff working under your control and forward the applications to this office.

ANNEXURE – A

BIO – DATA PROFORMA

1. Name and Address in Block letter :
2. Date of Birth (in Christian era) :
3. Date of retirement under Central/State Government Rules :
4. Educational Qualifications :
5. Whether educational and other qualifications required for the posts are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)

	Qualifications/Experience required	Qualifications/Experience possessed by the officer
Essential	(1) (2) (3)	
Desired	(1) (2) (3)	

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post
7. Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space is sufficient

Office/Instt/Orgn.	Post held	From	To	Scale of pay and basic pay	Nature of duties

8. Nature of present employment i.e. ad hoc or temporary or quasi permanent or permanent.

9. In case the present employment is held on deputation/contract basis, please state –

1. The date of initial appointment
2. Period of appointment on deputation/contract
3. Name of the parent office/organization to which you belong

10. Additional details about present employment :

Please state whether working under

- a. Central Government
- b. ~~State Government~~
- c. Autonomous Organizations
- d. Government undertakings
- e. Universities

11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

12. Whether belongs to SC/ST

13. Remarks

Signature of the candidate

Name :

Designation :

Address :

Date :

Countersigned
(Employer)