

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 : Selection for filling up the posts of Data Entry Operator, in Level- 5 of 7th CPC
(Non Gazetted)/RCF Kapurthala on ex-cadre basis.

संदर्भ : RCF/Kapurthala letter No:2026-E/RCF/P/Tech./Safety Cont./Ex-cadre
Dated:30.03.2026

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।

Digitally signed by
PRAKASH KUMAR SINGH
Date: 10-04-2026
17:59:40

सहायक कार्मिक अधिकारी/ई.एस.एम.
कृते महाप्रबंधक (कार्मिक)/पूमरे/हाजीपुर

Rail Coach Factory, KapurthalaOffice of the GM(G)
RCF/Kapurthala

No. 2026-E/RCF/P/Tech./Safety Cont./Ex-cadre

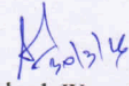
Date: 30.03.2026

The General Manager(P), PCSOs
All Zonal Railways &
Production UnitsSub:- Selection for filling up the posts of Data Entry Operator, in level- 5 of 7th CPC (Non
Gazetted) /RCF Kapurthala on ex-cadre basis.Applications are invited from eligible staff for filling up the post of Data Entry Operator, in
level- 5 of 7th CPC. The distribution of post as under:-

Name of the post	No. of Posts	Grade
Data Entry Operator	04	Level -05

ELIGIBILITY CONDITIONS:-

1. The applicant should be a graduate with minimum two years experience or a diploma holder in any branch with experience of not less than 5 years.
2. Staff working in the same grade or immediate lower level and also in the next below level may apply. However, in the event of selection of an employee from two levels below the notified post, the post shall be operated in the immediate lower level during the period of such employee's tenure on ex-cadre basis.
3. The applicant should have working knowledge of computer/MIS, preparation of reports, maintenance of registers and coordination with multiple departments.
4. The applicant should be willing to work in a three-shift roster (24×7) including night shifts and weekly off roster.
5. The applicant should have good communication and documentation skills for escalation, follow-up and compliance closure.
6. The tenure of posting on the above ex-cadre posts shall be 05 years, and the Administration reserves the right to repatriate the incumbents to their parent cadre/unit before expiry of tenure, on administrative grounds/unsuitability, as per extant rules.
7. This may be given wide publicity.
8. The lien of the selected staff will remain in the parent cadre/unit.
9. Applications filled on the prescribed proforma enclosed herewith, duly forwarded by JA grade officer, should reach this office latest by 20.04.2026
10. In case of any enquiry please contact safety officer, Sh. Ashok Kumar on contact no. 9875913921.


(Ankush Wasan)
Senior Personnel Officer
RCF/Kapurthala

Copy to

1. All PHODs & HODs of RCF and TKJ
2. ALL Dy.HODs of RCF and TKJ
3. All notice Boards of RCF and TKJ

PROFORMA

To

General Manager (P)
RCF/Kapurthala

Sub:- Application for the post of Data Entry Operator, pay matrix level-5.

No. 2026-E/RCF/P/Tech./Safety Cont./Ex-cadre

DATED:-30.03.2026

LAST DATE TO APPLY IS 20.04.2026.

1	NAME	
2	FATHER'S NAME	
3	EMPLOYEE NO.	
4	DATE OF BIRTH	
5	AGE ON 30.03.2026	
6	DATE OF APPOINTMENT	
7	PRESENT DESIGNATION	
8	MOBILE NO.	
9	SENIORITY GROUP	
10	WHETHER SC/ST/UR	
11	EDUCATION QUALIFICATION	
12	TECHNICAL EDUCATION	
13	EXPERIENCE	
14	PRESENT SHOP/OFFICE	

DATED

(SIGNATURE OF APPLICANT)

Contact No.

Signature of the controlling officer
JAG Scale with seal.