

## पूर्व मध्य रेल

कार्यालय  
महाप्रबंधक/कार्मिक  
हाजीपुर

दिनांक.-29.01.2018

सं०.-ई/73/0/पूमरे/हाजीपुर (मिसिल)

मंडल रेल प्रबंधक (कार्मिक)/पूमरे/वनवाड.

मुगलसराय, दानापुर, सोनपुर एवं समस्तीपुर।

मुख्य कारखाना प्रबंधक/पूमरे/(पीडी) मुगलसराय,

समस्तीपुर एवं हरनौत।

मुख्य प्रशासनिक अधिकारी (निर्माण) उ०/द०/महेन्द्रुघाट/पटना।

**विषय:-** Filling up one post of Manager Guest Services in Pay Level 7(GP 4600/-) on ex- cadre basis at National Academy of Indian Railways, Vadodara

**संदर्भ:-** NAIR/Vadodara के पत्र सं०.NAIR/E/1025/HS-CS pt.IV दिनांक-08.01.18

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संदर्भित पत्र के माध्यम से पूर्व मध्य रेल में कार्यरत इच्छुक कर्मचारी से NAIR के पद को भरने हेतु विकल्प/आवेदन-पत्र आमंत्रित किया गया है। संदर्भित पत्र में पदों को भरने संबंधी नियम एवं शर्तें तथा पात्रता दर्शाया गया है जिसमें आपके अधीन कार्यरत संबंधित विभाग के कर्मचारियों में व्यापक प्रचार-प्रसार हेतु अग्रसारित किया जाता है।

कृपया अपने अधीन कार्यरत कर्मचारियों में इसका व्यापक प्रचार-प्रसार करें एवं इच्छुक कर्मचारियों से संलग्न निर्धारित प्रोफार्मा पर प्राप्त विकल्प के साथ डीएआर/एसपीई/विज.क्लीयरेंस तथा 03 वर्षों के एपीएआर को सत्यापित छागप्रति के साथ इस कार्यालय को निर्धारित समय सीमा के अन्दर एक बंध में अग्रसारित किया जाये। कर्मचारियों से प्राप्त आवेदन-पत्र निर्धारित प्रपत्र पर ही हो तथा सभी प्रविष्टियों की जाँच संबंधी प्रमाण, संबंधित कार्मिक अधिकारी द्वारा कर्मचारी के आवेदन-पत्र पर दिया जाना चाहिए।

संलग्नक:-यथोपरि।



(रवि कुमार पंडित)

सकाधि/ई.एस.एम.

कृते महाप्रबंधक (कार्मिक)/हाजीपुर

प्रतिलिपि :- सकाधि (एस.पी.पी.),पूमरे/हाजीपुर। कृपया इसे नेट पर अपलोड कराने की व्यवस्था करें।



कृते महाप्रबंधक (कार्मिक)/हाजीपुर



049164  
16 JAN 2018

Government of India

Ministry of railways

National Academy of Indian Railways, Lalbaug, Vadodara-390004

(formerly Railway Staff College)

Fax-(Rly)-091-45044(DOT)-0265-2638267

No.NAIR/E/1025/HS-CS pt.IV

Date: 08.01.2018

### NOTIFICATION

**Sub: Filling up one post of Manager Guest Services in Pay Level 7 (GP 4600/-) on ex-cadre basis at National Academy of Indian Railways, Vadodara**  
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Application are invited from Railway Servants for filling up one ex-cadre post of Manager Guest Service at National Academy of Indian Railways, Vadodara as per details indicated below: (Notification can also be seen at NAIR website: 10.140.2.6)

*Ruling.*

- |   |                                    |
|---|------------------------------------|
| 1. Name of Post   | : Manager Guest Services           |
| 2. To be operated in Pay Level  | : 7 (GP4600/-)                     |
| 3. No. of posts   | : 1 (One)                          |
| 4. Tenure   | : 3 Years extendable up to 5 Years |
| 5. The Manager Guest Services ( MGS) will have to perform the duties in NAIR as per attached duty list with this notification as Annexure 'A' |                                    |

મુકાબલો  
 નુકસાની (પરજાનો)  
 આ મુકાબલો HRD  
 વકાલતો  
 મહાશયી 24/1  
 સિનિ પ્રતિષ્ઠાથી  
 22/1/18

- |                |  |
|----------------|--|
| 6. Eligibility | : Following staff can apply:   |
|                | 1. Permanent Railway Servants working in Pay Level 7 (GP 4600)   |
|                | 2. Staff working Pay Level 6 (GP 4200) can also apply provided they have completed two years of regular service in the Pay Level 6 |
|                | : A Diploma in any Engineering discipline<br>Or<br>A Degree in any discipline.   |

7. Educational qualification

8. Desirable:

1. Relevant experience of duties indicated above.
2. Working knowledge of computers.

*SSI Ruling*

ANNEXURE-A

To,  
Director General,  
National Academy of Indian Railways  
Lalbaug,  
Vadodara-39004

(Through Proper Channel)

Sub: Application for the post of Manager-Guest Services (ex-cadre) in Pay Level 7

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With reference to the notification No.NAIR/E/1025/HS-CS Pt.IV dtd.08.01.2018. I am willing to appear for the selection of the post Manager-Guest Services.

1. Name in full :
2. Designation :
3. Department :
4. Unit/Office :
5. Division :
6. Railway :
7. Present Pay Band and GP (Substantive) :
8. Educational Qualification :
9. Community :
10. Date of Birth :
11. Date of Appointment :
12. Date from which working in Pay Level 7 :
13. Date from which working in Pay Level 6 :
14. Other qualifications/experience :
15. Contact No. :

I am aware that any false declaration or suppression of information will debar me from appearing in selection. I am also aware that my appointment is liable to be terminated if at any stage it is detected that I have given any false declaration.

Signature and designation of the applicant

Date

CERTIFICATE

Certified that the particulars stated above have been verified from the service records of the concerned employee and found to be true and correct for the said screening. In case he/she gets short listed, he/she will be relieved to join the post of NAIR.

To be certified by the concerned personnel

(With Name and Designation & Rubber Stamp)



9. Mode of Screening  
voce.

: Screening will be done on the basis of viva-

10. Applicant may note that MGS has to stay compulsory at railway quarter of NAIR campus.

The Staff fulfilling the above conditions may apply through proper channel. They should submit their applications in the prescribed Proforma enclosed as Annexure-A along with attested copies of Educational Qualification, testimonials etc., so as to reach this office latest by **Thursday the 15th February 2018**. Application may be forwarded through personnel department of the cadre controlling authority. Please note that applications received after the cut off date will not be entertained. Application may be forwarded only of such candidates who on being selected will be released to join at NAIR, Vadodara.

Wide publicity may kindly be given to this notification.



(Hublal Jagan)  
Professor (Personnel Management)  
For Director General

Encl: Format of Application

Copy to:  
The General Managers, All Indian Railways. & Production Units  
The Chief Personnel Officers, All Indian Railways.  
The Director General RDSO, Lucknow,  
The Director IRIEEN, IRIMEE, IRISSET, IRICEN, IRITM  
DRM (E)-BRC/ADI/BVP/RJT/RTM  
SPMgt/NAIR  
All Supervisors/NAIR/Vadodara  
All Notice Boards/NAIR/Vadodara

- Duties List
1. To manage the Hostel Guest house, and Transport facilities of NAR under the guidance and directive of Executive Officer (Hostel) and Transport Officer, and its allotment to Guest Officers.
  2. Maintenance of vehicles of Hostel.
  3. General upkeep and maintenance of all facilities at the Hostel/Guest House etc.
  4. To maintain the inventory of all materials, furniture, Transport etc. as per I & P and J.F.F. Book.
  5. Procurements of material including Finen.
  6. To prepare Annual Budget for Hostel and Transport.
  7. To look after the recreational facilities and maintenance of the reading room, etc.
  8. To Supervise the work of MGS-II.
  9. To perform any other duty and responsibilities as entrusted by higher authority administration.