

No.2020/CRIS/NDLS-HQ/Pers/Estt./ 3276/Pt.1

Dated 23.11.2020

VACANCY NOTICE No. 22 / 2020 (R)

1.	Nomenclature of the Post	:	Assistant Manager (HRD)
2.	No. of vacancies	:	01 (One)
3.	Location	:	New Delhi
4.	Duration and Term of Deputation	:	Five years on usual terms & conditions of deputation
5.	Term of Appointment	:	Deputation
6.	Scale of Pay	:	Level 10 (as per 7 th CPC Pay Matrix)
7.	Pay and Allowances	:	-
8.	Eligibility, Experience and Specific Requirements, if any.	:	<ul style="list-style-type: none"> • Officials working in Personnel Department in Railways and having relevant experience of working in Establishment/Personnel area, Policies and Norms. • Should be well conversant and proficient with the functioning in computerized environment. Should be working in Personnel department in Level 6 or 7 of the 7th CPC • Chief Office Supdt.(Personnel)/Chief Staff & Welfare Inspector in Railways working in substantive grade level 7 as per 7th CPC with minimum service of 5 years in relevant grade. OR • Chief Office Supdt. (Personnel)/Chief Staff & Welfare Inspector who are working in substantive grade in Level 7 with minimum service of 5 years in relevant grade but those who have completed 6 years minimum service in substantive grade in Level 6 & 7 in the relevant grade and with minimum 20 years of service in Group 'C'. OR • Office Supdt. (Personnel)/Staff & Welfare Inspector in the substantive grade level 6 with minimum service of 6 years in the relevant grade and with minimum 20 years of service in Group 'C'. • The employee should have relevant experience of working in Personnel/Establishment area.
9.	Age	:	-



10.	The date up to which CRIS is exempted from the rule of immediate absorption.	:	Up to 30.06.2021
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	:	<ul style="list-style-type: none"> • Leasing of Private accommodation is admissible on the rates admissible to Railway officers. • Official joining CRIS on deputation basis may opt for CRIS medical facility for self and dependent family members. For availing CRIS medical facility, Railway employee joining CRIS has to surrender Railway medical card in Railway. • Transportation – as per Central Govt. Rules. • Other benefits as per the extant policy in vogue.
13.	Closing Date	:	15 days from date of issue.
14.	Web Address	:	www.cris.org.in/Career/

The vacancies are required to be filled up urgently. Hence, it may be given wide publicity. The application of willing staff (in the prescribed application format, Annexure-I attached) may be forwarded along with D&AR/Vigilance clearance and APARs/ACRs for the last three years, to the undersigned (through email to adhikari.devendra@cris.org.in) at the earliest.


(D.S. Adhikari)
Manager/Personnel

**1. General Manager (P),
All Zonal Railways / PUs.**

PRESCRIBED PROFORMA

FOR SUBMISSION OF APPLICATIONS ON DEPUTATION BASIS

Important (please don't leave blanks)	Vacancy Notice No. (appears on the top middle side of notice)	
	File No. (appears on the top left side of notice)	
	Post against which application has been submitted	
	Choice of station (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 as ...	
8.	Present Pay Scale (Level) and basic pay 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	

12. Educational Qualifications:-

S.No	Qualification/Degree	Year/ Division	School /Institution/University, Place/ Country

13. Experience Details:-

SNo.	Designation & Railway /Division with Place of Posting	Grade / Level	From	To .

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

I certify that the details furnished by me above are true and I am eligible for the post as per the criteria laid down in the vacancy notice.

(Name and Signature of the applicant)

Place:

Date: