

CRIS**CRIS**

रेलवे सूचना प्रणाली केन्द्र

(रेल मंत्रालय भारत सरकार का संगठन)

By Speed Post

CENTRE FOR RAILWAY INFORMATION SYSTEMS
(An Organisation of the Ministry of Railways, Govt. of India)

No.2020/CRIS/NDLS-HQ/PERS/ESTAB/3114/PT-I

Dated 08.01.2020

VACANCY NOTICE No.01/2020

1	Nomenclature of the Post	:	Personal Assistant /Private Secretary
2	No. of vacancies	:	01 (One)
3	Location	:	CRIS Regional Office, Mumbai.
4	Duration and Term of Deputation	:	Five years on usual terms & conditions of deputation
5	Term of Appointment	:	Deputation
6	Scale of Pay	:	Level- 6 to 10 as per 7 th CPC
7	Pay and Allowances	:	(as per the conditions mentioned below)-
8	Eligibility, Experience and Specific Requirements, if any.	:	<ul style="list-style-type: none">○ Railway employees working as Stenographer/Confidential Assistant/ Personal Assistant or Private Secretary or working as Ministerial staff in Level-5 to 7 (substantive grade) as per 7th CPC with experience of working in Secretarial Service, Confidential Section and knowledge of Hindi & English languages and good drafting skills, are eligible to apply.○ Employees must be conversant with computer knowledge preferably Microsoft Word, Excel and Power Point. <p>Conditions:</p> <ul style="list-style-type: none">● Railway employees working in substantive grade in Level-5 with minimum service of 5 years in the relevant grade shall be considered for Level-6.● Railway employees who are in substantive grade in Level-6 with minimum service of 6 years in the relevant grade and with minimum 20 years of service in Group 'C' OR those working in substantive grade in Level-7 with minimum service of 5 years in relevant grade OR those who are working in substantive grade Level-7 with less than 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 service in Group 'C', are eligible to get in Level-10 as per 7th CPC (GP 5400 pre-revised.
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.

चाणक्यपुरी, नयी दिल्ली-110021

CHANAKYAPURI, NEW DELHI-110021

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

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12	Perks and Benefits	:	<ul style="list-style-type: none">• Leasing of Private accommodation is admissible on the rates admissible to Railway office rs.• Officers joining CRIS on deputation basis, may opt for CRIS medical facility for self and dependent family members. For availing CRIS medical facility, Railway officer 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	:	30 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 applications of willing staff may be forwarded alongwith D&AR/Vigilance clearance and APARs/ACRs for the last three years, to the undersigned at the earliest.


(D.S. Adhikari)
Manager/Personnel

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